# Arabic Geographical Names Romanizing System

# User Manual

MAPSTopo Lite

(Romanizer)

Version 1.30

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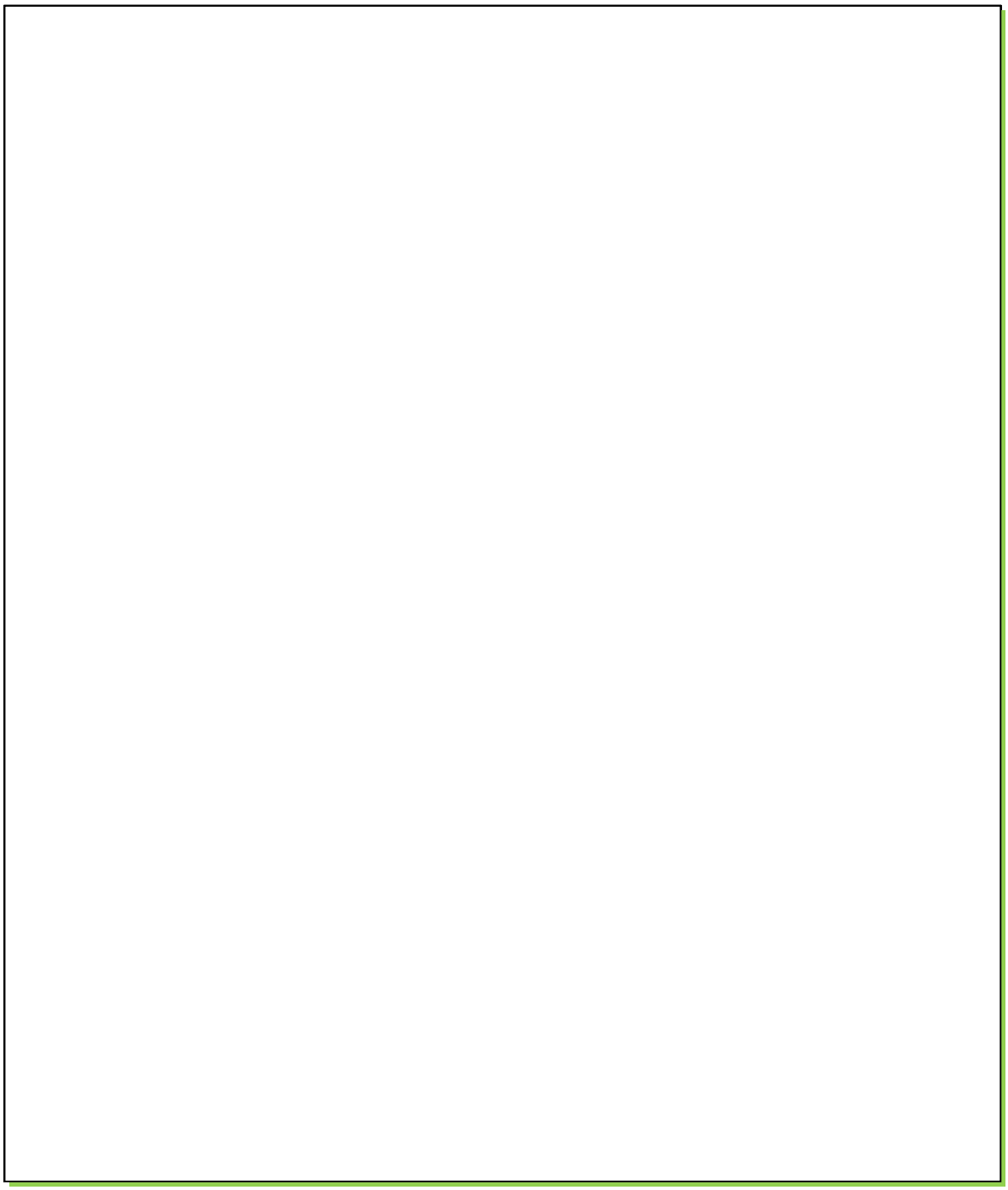
# User Manual

Arabic Geographical Names Romanizing System

MAPSTopo Lite® (Romanizer)



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# Contents

Coverage of this document ....6
Copyright and Illegal Usage Policy ....6
Organization of this manual ....7
Installation instructions ....8
Uninstalling the program ....9
Program folder contents description ....11
A quick start ....12
Program interfaces ....14
Master function buttons ....15
Quick options pane ....15
Romanization progress bar ....15
Input Interface ....16
Buttons ....16
Menus ....16
Input pane ....16
Single line input ....17
Load file pane ....18
View Interface ....19
Result display area ....19
Master system selector menu ....21
Status report display area ....22
Romanization progress bar ....22
Error messages and status hints ....24
Settings interface ....25
Buttons ....25
User interface language selector ....26
Layout direction and widgets placement ....26
Romanization system selection pane ....26
Output file format and encoding pane ....27
Input file format and encoding pane ....29
Vocalization mode and input features pane ....31
Program default settings ....32

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

Saving user custom settings ..... 32
Running the program ..... 33
Setting the program for input ..... 33
Preparing the names for input ..... 34
Setting the maximum length of the name ..... 34
Setting the names delimiter ..... 34
Setting the ID prefix ..... 35
Allowing the integration of digits and names ..... 35
Allowing the insertion of special letters ..... 35
Allowing extended Arabic letters ..... 35
Modes of vocalization ..... 36
Fuzzy vocalization ..... 36
Partial vocalization ..... 36
Manual vocalization ..... 36
Custom settings for vocalization ..... 38
Indirect vocalization ..... 38
Vocalization using the built-in database ..... 38
Error detection and indication strategy ..... 38
Preparing for output ..... 39
Printing ..... 39
Saving files in different formats and encodings ..... 39
Output sorting and filtering ..... 42
Romanization scenarios ..... 46
General directions ..... 46
A. Romanizing names for an official foreign client ..... 46
B. Romanizing names for a foreign client ..... 46
C. Romanizing names for an official home client ..... 47
Using the included sample files ..... 47
Tips and tricks ..... 48
MAPSTopo® frequently asked questions ..... 49
Registering MAPSTopo® Lite (Romanizer) ..... 49
Input Interface issues ..... 50
Can't load files ..... 50
Program halts during load ..... 50

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

Setting issues....50
My settings don't work....50
My new settings do not seem to affect the results....50
Can't save my settings....50
Display issues....50
Interface language looks "Greek"....50
Romanized names not showing up....51
Can't copy items....51
Print issues....51
Printout not showing results....51
Mojibake and strange symbols when printing....51
How can I get rid of Kalmasoft logo....51
File saving issues....51
Can't save files....51
Can't find my results in the saved file....51
Filtering and sorting issues....52
Filtering doesn't work....52
Appendixes....53
Appendix A. Error messages and status hints....53
Appendix B. Romanization systems....54

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

## Coverage of this document

This document is the full text user manual for MAPTopo® Lite (Romanization) version 1.30.

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## Organization of this manual

This manual uses some conventional forms and symbols you need to be aware of; the following brief describes each convention in detail.

Examples:

Examples are inside a light green shaded box, showing the Romanization result output by the program, unless otherwise expressly stated the Romanization system used through this manual is the United Nations Group of Experts on Geographical Names (UNGEGN).

| | |
|---|---|
| al-Jamhūrīyah al-ʻirāqīyah | الجَمْهورية العِراقِيّة |

Interface elements:

- Buttons are shown between parenthesis in thick green font like this: (**Button**)
- Text related to menus, check boxes, and radio buttons are shown between brackets in green italicized font like this: [*check text*]

Notes:

ıt

Cautions:

Cautions are shown inside a red box and display important information on how to use specific features of the program.

Keyboard shortcuts:

| Shortcut | Details |
|---|---|
| Ctrl+A | Press both ctrl key and the letter A |
| F1 | Press function key F1 |

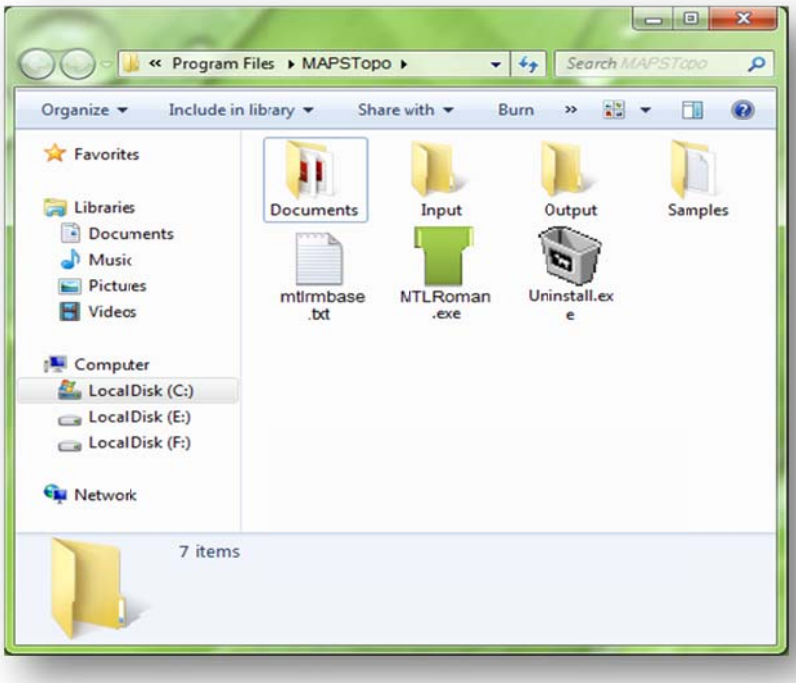
References:

Local and external references are shown in blue, page number also shown inside parenthesis.

## Installation instructions

MAPSTopo® Lite (Romanizer) comes packaged in an installable file, all that you need to do is double clicking the file icon (mtlrm130.exe) and follow the instructions on the screen.

The program works under the following Microsoft Windows operating systems (Vista, XP, 2000, NT), (Windows Me, Windows 98, Windows 95) were not tested.

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The program will create a subfolder "MAPSTopo" in the folder "Program Files" and additional folders with names (Input, Output, Samples, Documents) as well as the basic program files and the program icon on the desktop.

The program does not add any entries to the Start menu "Start" or entries to the system registry, so it can easily be removed by deleting its folder only, the software comes with an uninstaller tool for this purpose described in the section (Uninstalling the program) on page (9) how to remove the program from your system.

If the program is installed successfully on your system (e.g. Windows XP) its folder should have the contents as shown in Figure 1 above but it may look slightly different from what appears in the figure depending on the edition you obtained, the version you are using, and the operating system.

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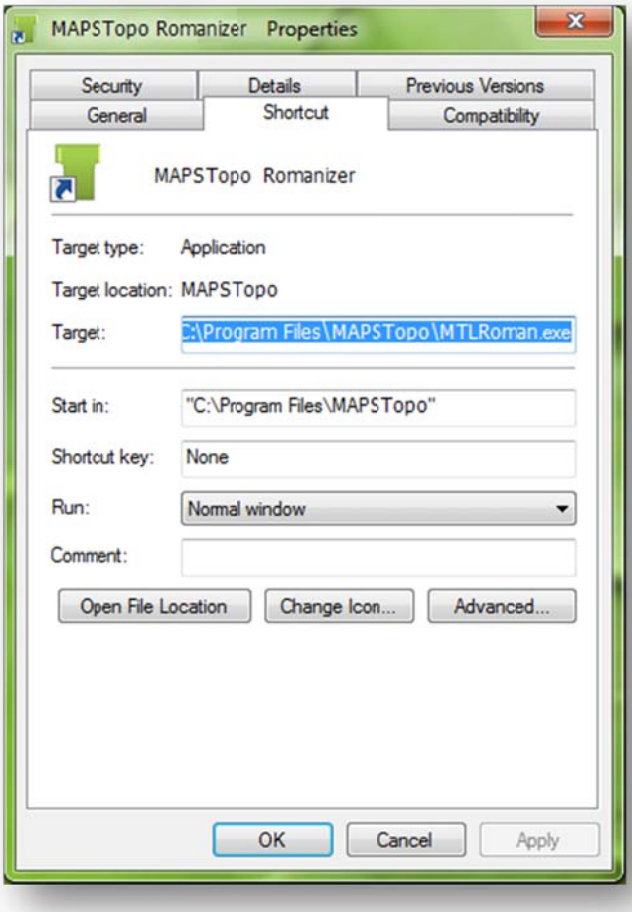
## Uninstalling the program

To remove the program, go to the program folder and run the uninstalling utility (Uninstall.exe) by double-clicking, you can do so through the following steps:

1. Right click on the program icon on the desktop to display the properties popup menu and choose (Properties) at the bottom of the list, you'll see the screen shown in Figure 2 below.
2. Click on the button (Find Target ...) to go to the program folder, the contents of the folder may be similar to what is shown in Figure 3.
3. Run the uninstaller program by double-clicking on the icon (Uninstall.exe).
4. You will need to manually remove the program's icon on the desktop and folder "MAPSTopo".

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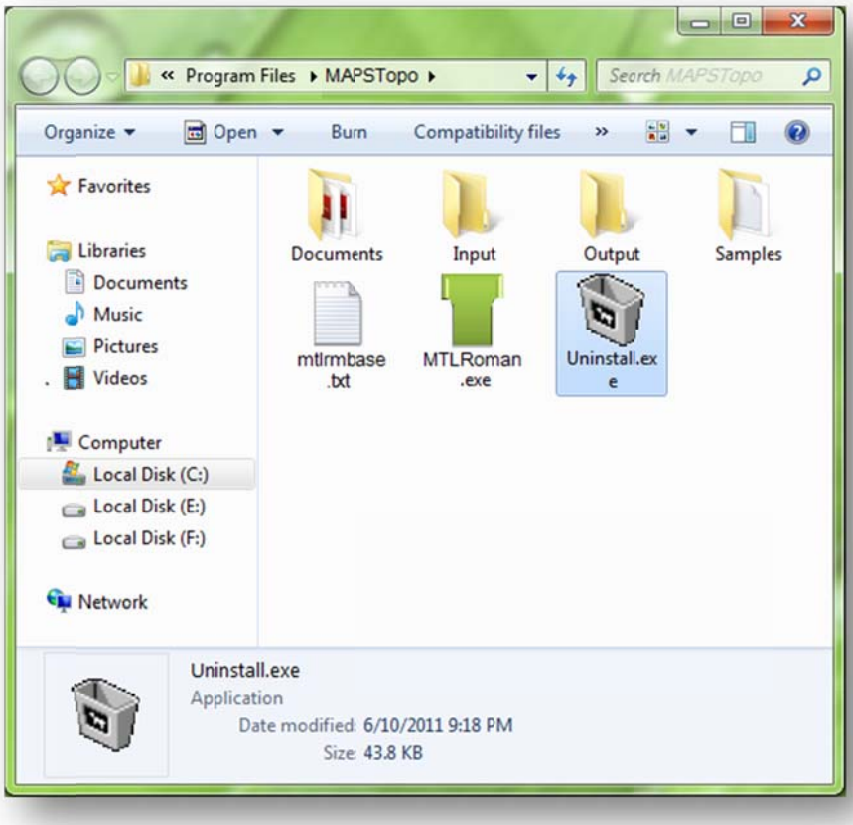


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## Program folder contents description

"Input": contains Arabic geographical names text files, this folder will be automatically searched for any text files that may contain geographical names to load to the program, unless you specify another location for input files the program opens this folder by default.

"Output": contains Romanized names output files, this folder will be targeted by the program for output, unless you specify another location for output files, the program will use this folder for output by default.

"Samples": sample input files can be found here containing some Arabic geographical names for the purpose of testing the program.

"Documents": contains program documentation, you'll find all the important documents in this folder, including the license agreement and history log.

The rest of the files include the executable file of the program, uninstaller tool in addition to other files necessary to run the program.

When you run the MAPSTopo® Lite (Romanizer) for the first time the Input Interface -a screen from which you can input geographical names- shown in Figure 5, will appear, enter few names then click on the (**Romanize**) button at the bottom of the interface this will start the Romanization process then the program will automatically switch to the View Interface to show the results. A summary on how to run the program is shown in the next page.

The names will be viewed according to the Romanization system together with some other important information including identification number, the status of each name, a message manifesting errors if any, and a hint to give an idea about the type of errors and how to deal with them.

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## A quick start

The following steps summarize how to run the program, we recommend you start from here, then read about the details of program interfaces in the following pages, and then move to the explanation starting from the paragraph (Running the program) on page (33).

1. Enter a list of geographical names in the input pane, make sure that you press (Enter) at the end of each name, the input pane is positioned at the far right side on the Input Interface.
2. Click on the (**Romanize**) button when you done, the program will take you to the View Interface automatically and you will see the results of the Romanization on the result display area as shown in Figure 5 in the next page.
3. You can return to the input pane again to make any necessary changes or add some new geographical names.
4. The program comes preset with some default values you can change them as necessary as soon as you are fully aware of the nature and functionality of the program.
5. Select another Romanization system from the master system selector menu, the program will again process the names and display the results according to the new system you have selected.
6. In the first column you'll see icons indicating the status of each name, hover over the icons to see a tip of what each icon stands for, the hint in the last column will tell the reason for the existence of the icon. If the Romanization process is successfully done for a name, the first column will show a green filled bullet icon otherwise you will see different icons and you'll find a corresponding clarification about the status of the name or the type of the error message you may get.

You can then output the results to either the printer or save it to a file for later use, these two processes (printing and saving) are so conventional and there is no further explanation for them in this manual.

The following pages will explain all the above steps in detail starting from the definition of the interfaces of the program.

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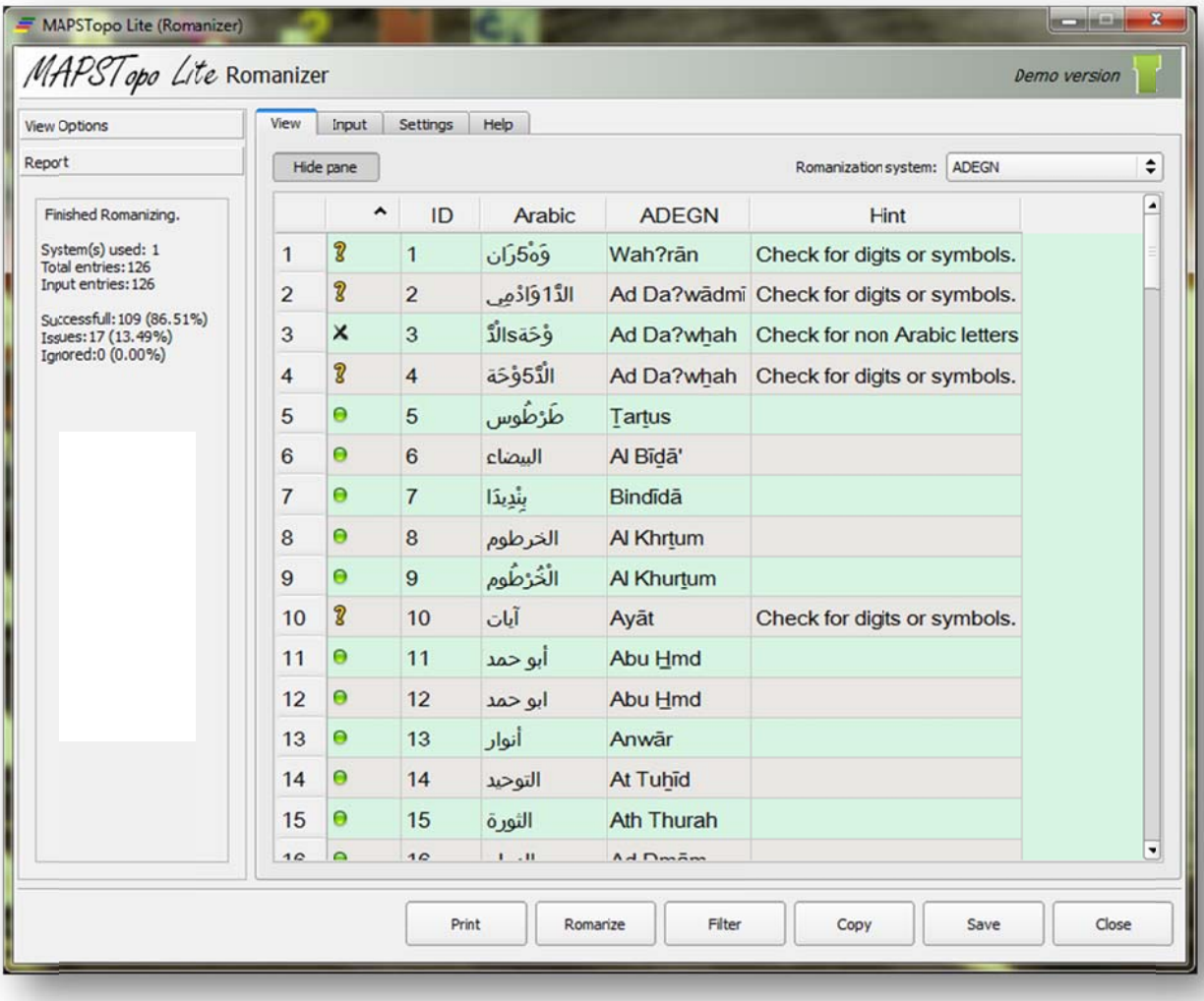


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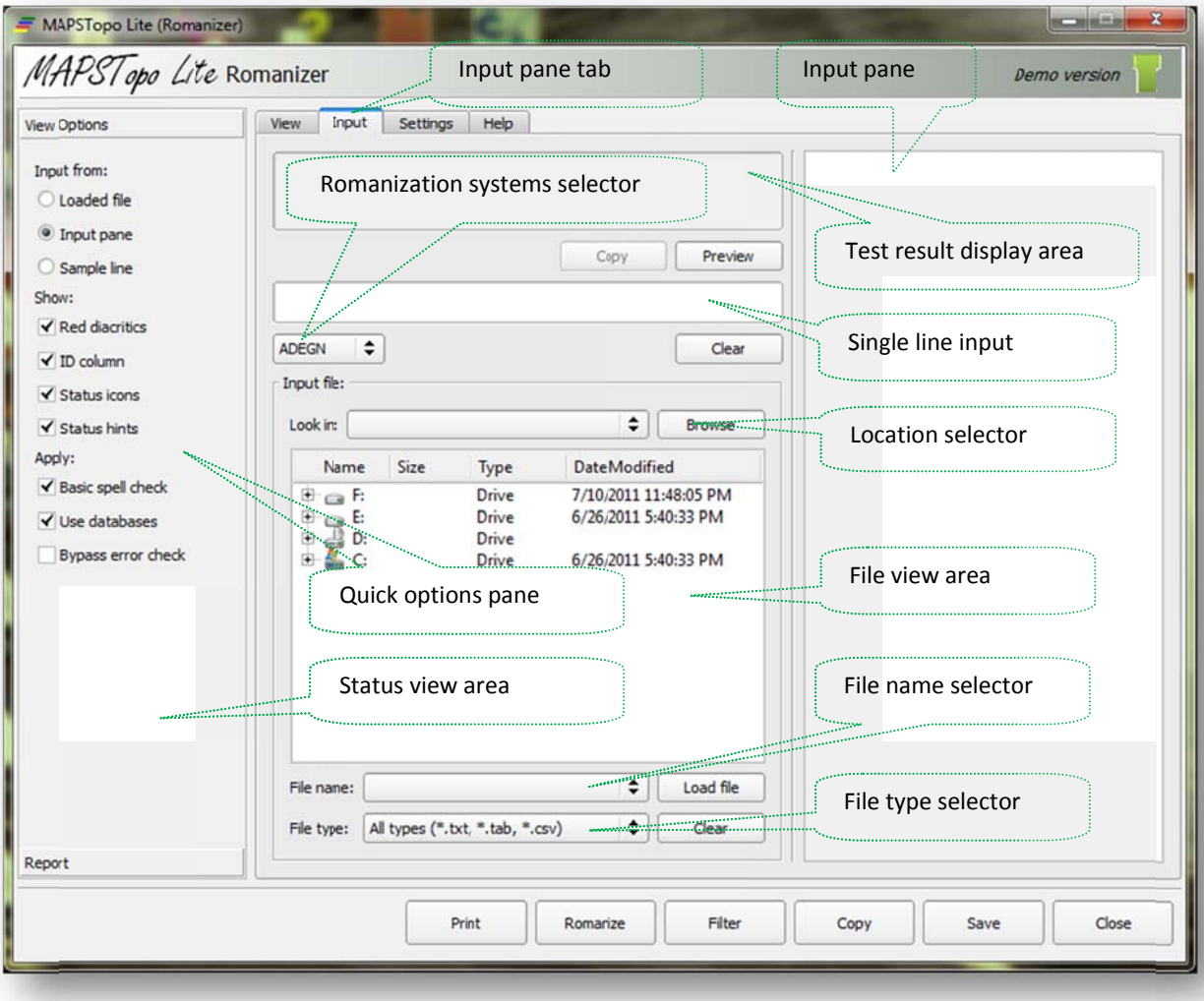
## Program interfaces

MAPSTopo® Lite (Romanizer) has four interfaces, Input Interface to enter geographical names, View Interface to display Romanization results, settings to control the program behavior, and a Help Interface for documentation on how to use the program and other important information.

You can navigate between the interfaces by clicking the appropriate interface tab at the top; some permanent parts will always be present and displayed with all interfaces, these include program's master function buttons at the very bottom, Quick Options pane, and the status pane, all these are demonstrated in the figure below.

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## Master function buttons

- **Print**: prints the contents of the result display area, your operating system may allow provide other print options such as printing to a file or to Postscript.
- **Romanize**: to start the Romanization process of the Arabic geographical names.
- **Filters**: to search for a particular name or to sort the names according to specific criteria.
- **Copy**: copies the entire contents of the result display area to the clipboard so you can then paste it to other applications for further formatting as needed.
- **Save**: to save the results in a particular format text files or other types of files.
- **Close**: closes the program.

## Quick options pane

Quick options panel contains options specific to the input and View Interfaces, these are classified to the following three groups:

- Source of geographical names:

  Click the appropriate radio button to switch between the three sources of geographical names (loaded from file, from the input panel or the name, or the single line input).

- Output display customization:

  You can customize the display by selecting the color of diacritics (for Arabic text) and add or hide columns by placing a check in the appropriate box. Columns that can be hidden are (status icons, identification numbers, and hints).

- Program behavior:

  You can rapidly intervene in the way the program process your geographical names by placing a check in the appropriate box where you can impose the spell checker, use the integrated database, or disable the error screening process for a limited number of potential errors in order to bypass these errors continue with the Romanization process.

## Romanization progress bar

This is a dynamic progress indicator bar; it shows the percentage progress of the Romanization process, the bar is displayed only during the Romanization process and vanishes after that.

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## Input Interface

When you run the program for the first time (and every time) it will automatically start in the Input Interface as shown in Figure 6 below.

The lower part of the interface contains the master function buttons to perform the basic operations such as copying, saving, and printing, these buttons will remain displayed along with the other interfaces as well. To the far left side is the Quick Options pane which also includes the status report display area, click on the header [Report] to toggle between the two.

### Buttons

- **Copy**: to copy the result of Romanization for a single name from the test result display area.
- **Preview**: to display the result of Romanization in the test result display area.
- **Clear**: to clear the single line input; the lower "**Clear**" button will clear the list of names from the input pane as well as to clear the memory from the loaded input file. Clearing the memory of the computer will have no indication except for a message shown in the status report display status report display area. This procedure is necessary if the response of the program becomes slow or you do not need the names loaded in memory anymore.
- **Load file**: to load a file of geographical names.

### Menus

- Romanization selector: use this menu to set the system to test a single line name.
- Location selector: use this menu to locate the stored files.
- File name selector: use this list to select the file that was loaded before.
- File type selector: use this menu to determine the type of file; generally, files that can be loaded by MAPSTopo® Lite (Romanizer) are text files, they may differ in the format and encoding, which are to be determined in advance, how to adjust the file format and encoding is described in paragraph (Input file format and encoding pane) on page (29).

### Input pane

Use the input pane for an average of 1,500 names; names can be input in several ways:

- Type directly using the keyboard.
- Paste a copy of names from another application.
- Drag and drop contents from another application window or text editor.

To clear all the names click on the (**Clear**) button at the bottom, you can also highlight or select all the contents by pressing on (Ctrl + A) and then hit the (Delete) key from the computer keyboard.

Names can be separated from each other in several ways:

- Each name is in a separate line, the delimiter in this case is (\n) mark i.e. the new line; this is the default delimiter.

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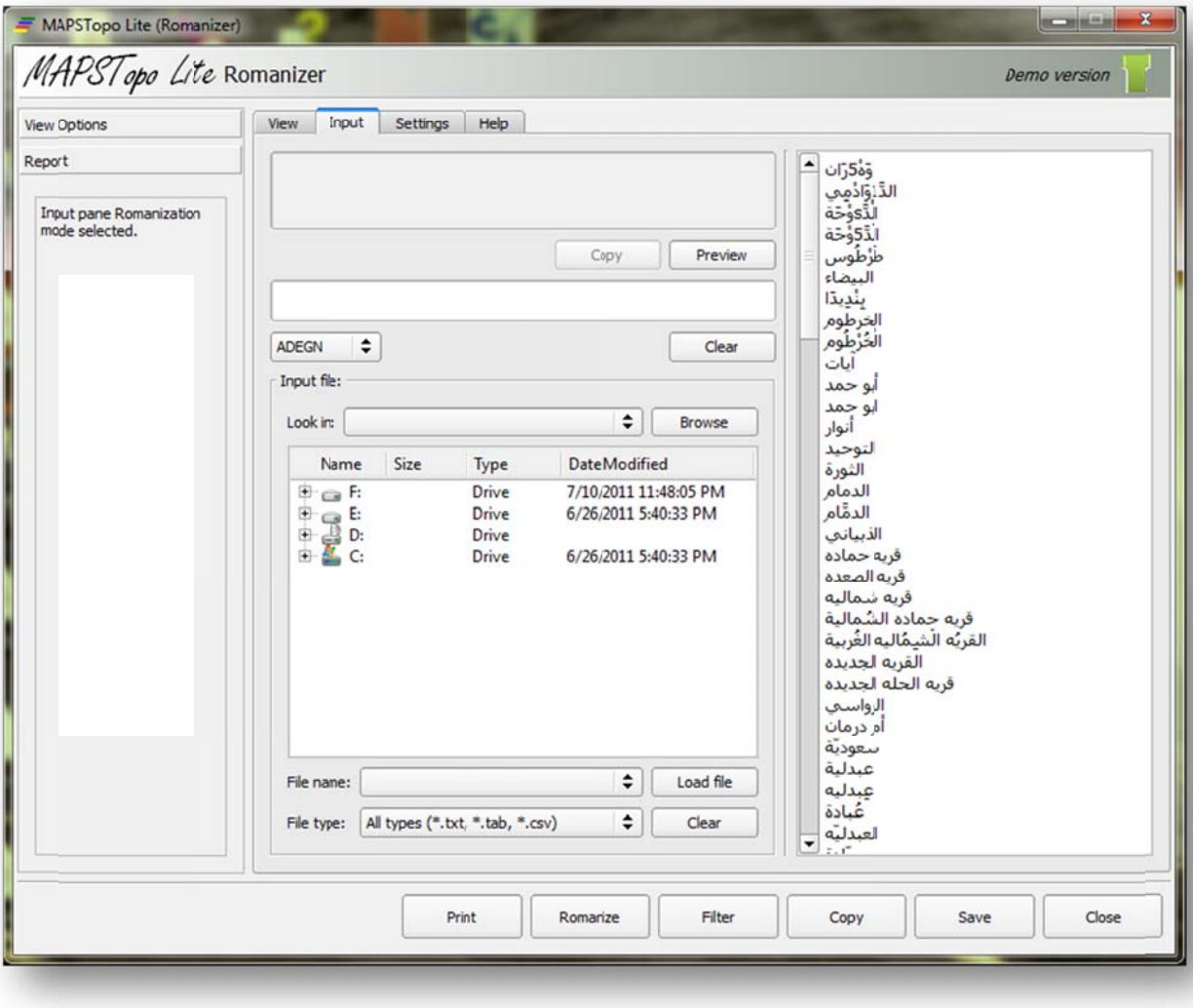
- Adding any of the following characters (- , _ ; / \ space) or tab, in this case you must specify the type of the delimiter from the setting interface, see paragraph (Setting the names delimiter) on page (34) for more details.

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### Single line input

The single line input is for testing purposes prior to Romanization of a large number of names, use this input to enter one line of text representing the name in the following way:

1. Type the name or paste a copy from another source, you may also drag the name from the input pane to the right.
2. Choose the Romanization system using the local Romanization system selector shown in Figure 5 blow.

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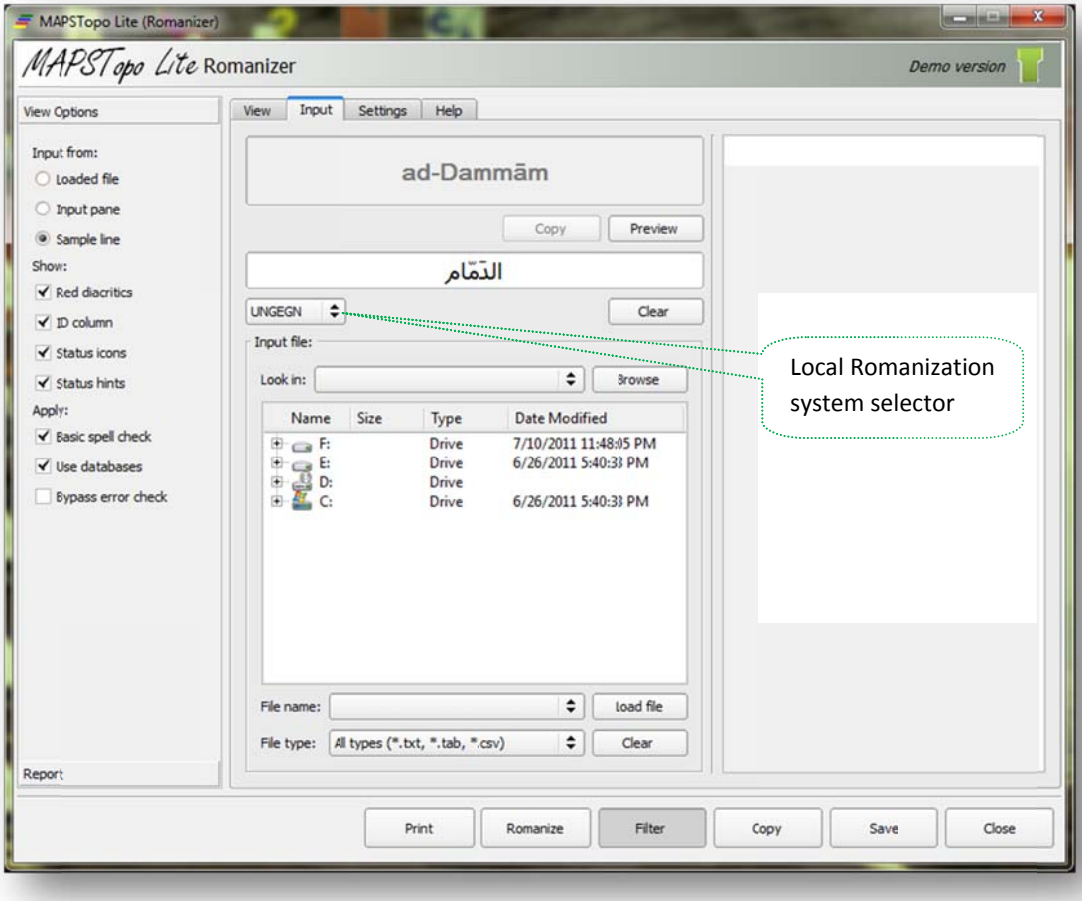
3. Click on the (**Preview**) button to display the result of Romanization, the result will be displayed on the area at the top; press the same button every time you change the Romanization system to get a different result.
4. Click on the (**Clear**) button to clear the input name.
5. You can copy the result of Romanization shown on the test result display area by clicking the (**Copy**) button, paste to any other application and make sure that you have the correct font to display all the letters and symbols.

### Load file pane

You can load a file of geographical names using this pane, the source file will not be changed until you load another file or remove the file by clicking on the (**Clear**) button located in the pane.

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## View Interface

The View Interface is the program's main interface, shown in Figure 8 on the next page, most of the Romanization operations are controlled from this interface; the components of this interface are described below.

### Result display area

Centered in the interface, the result display area occupies most of the space to display all the results of operations done by the program; all results are presented in a form of an adjustable table with contents can be sorted alphabetically.

- Romanization results can be copied directly from this interface by selecting the item or line and then pressing (Ctrl + C).
- To select the entire row (name + the results of different Romanization systems), click on the row header to the left or at the row number.
- To select the entire column (the results of a single Romanization system) click on the column header.
- To select two or more columns (all the names + the results of specific Romanization systems) drag the mouse on the headers of the selected columns.
- To sort the contents of any column, press the left mouse button on the column header, this will alphabetically sort the contents of the entire table; you can reverse the sort order by clicking on the column header again.
- To adjust the column width, drag the column border at the header to the left or right.
- To adjust the row height, drag the row border at the head up or down.
- Click on the (**Hide pane**) to widen the result display area as shown in Figure 9 click again to show the Quick Options pane.

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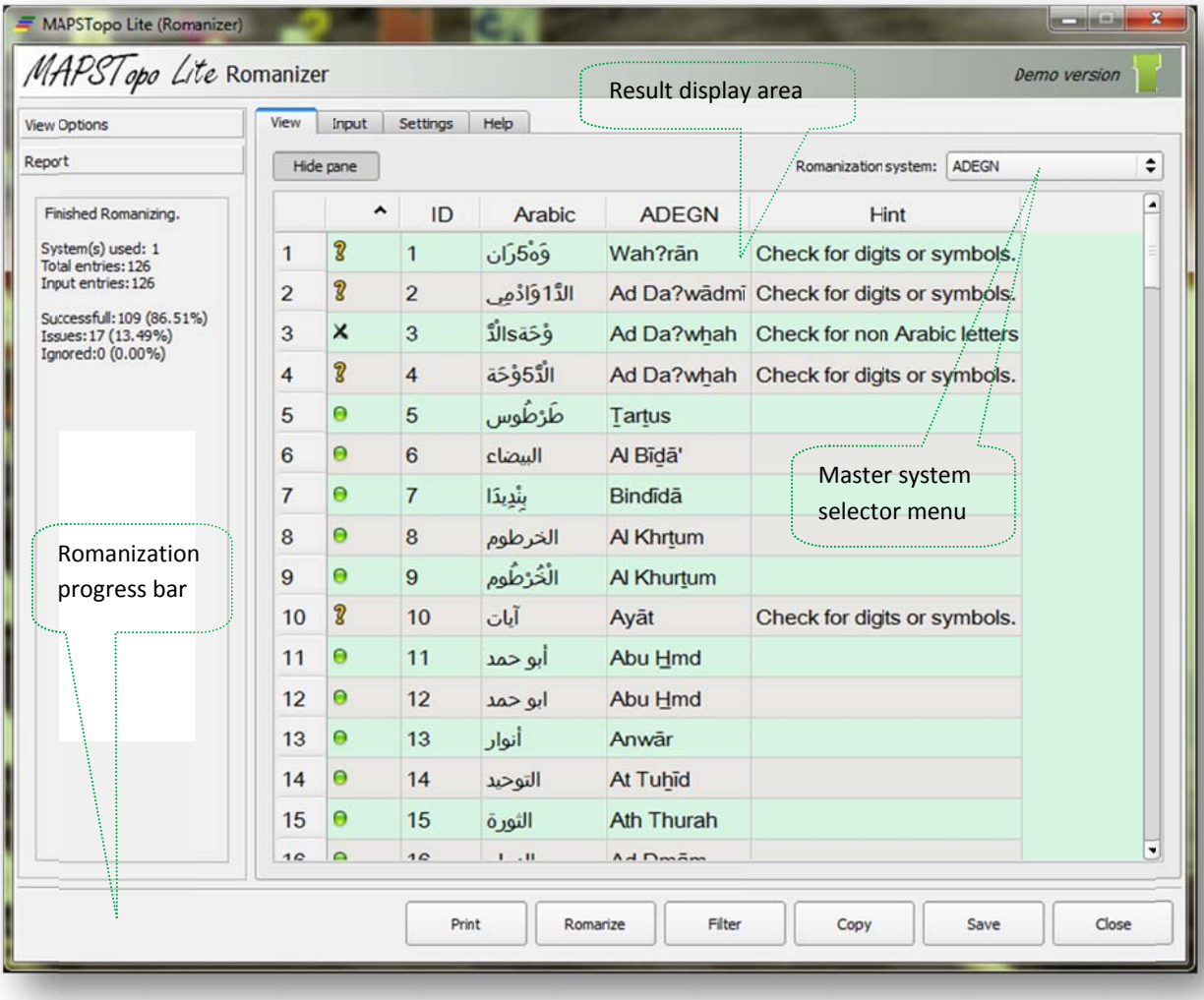


| | | ID | Arabic | ADEGN | Hint |
|---|---|---|---|---|---|
| 1 | ? | 1 | وَهْ5رَان | Wah?rān | Check for digits or symbols. |
| 2 | ? | 2 | الدَّ1وَادْمِي | Ad Da?wādmī | Check for digits or symbols. |
| 3 | ✕ | 3 | وْحَهَ5الدَّ | Ad Da?wḥah | Check for non Arabic letters |
| 4 | ? | 4 | الدَّ5وْحَهَ | Ad Da?wḥah | Check for digits or symbols. |
| 5 | ● | 5 | طَرْطُوس | Ṭarṭus | |
| 6 | ● | 6 | البيضاء | Al Bīḍā' | |
| 7 | ● | 7 | بِنْدِيدَا | Bindīdā | |
| 8 | ● | 8 | الخرطوم | Al Khṛṭum | |
| 9 | ● | 9 | الْخُرْطُوم | Al Khurṭum | |
| 10 | ? | 10 | آيات | Ayāt | Check for digits or symbols. |
| 11 | ● | 11 | أبو حمد | Abu Ḥmd | |
| 12 | ● | 12 | ابو حمد | Abu Ḥmd | |
| 13 | ● | 13 | أنوار | Anwār | |
| 14 | ● | 14 | التوحيد | At Tuḥīd | |
| 15 | ● | 15 | الثورة | Ath Thurah | |

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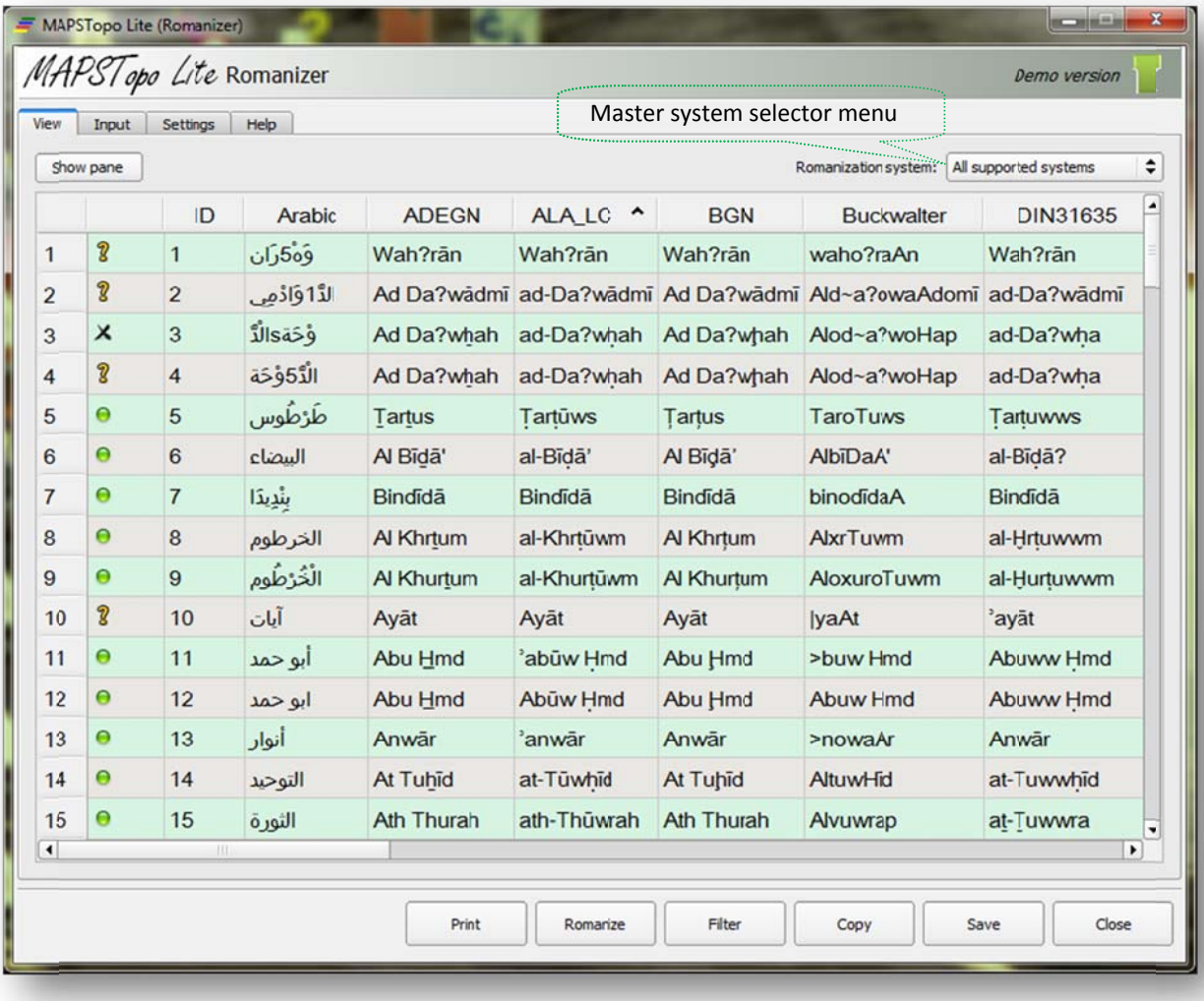


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### Master system selector menu

A drop-down menu located at the top right corner of the View Interface, it serves as the main selection menu that also controls the different Romanization schemes. You need not press the (**Romanize**) button because this selector will trigger all necessary actions in a single step.

Do not use this menu to change the Romanization system if the number of names to be Romanized is very large (hundreds of thousands), do your tests using a limited number of names first so you do not have to wait a long time before you get the results.

The items of this menu include all the Romanization systems for geographical names supported by the program; they are described in paragraph (Romanization system selection pane) on page (26) in addition to the following options:

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| Option | Details |
|---|---|
| **Default System** | Names will be Romanized using the default system |
| **Currently selected systems** | Names will be Romanized using only selected systems |
| **All supported systems** | Names will be Romanized using all supported systems |
| **None, check mode** | No Romanization , select for spell check |

### Status report display area

Status report display area is where comments related to the active interface appear, messages concerning the status of the program and the kinds of ongoing operations will also be displayed here; some hints will also be the details are as follows:

- Statement of the input source of the geographical names.
- A brief definition about the function of the active interface.
- The status of the program during the processing of geographical names.
- A mini statistical report about the input names and the operation conducted, number of errors detected, and alerts issued; the ideal situation is to get 100% of the total names Romanized without any errors or alerts, but this does not reflect the perfection of the accuracy of Romanization because the program does not perform according to phonetic constrains, it only does a lexical scanning followed by the basic phonemic transcription.

### Romanization progress bar

A dynamic phantom bar shows the progress of the Romanization by displaying the current percentage of the names processed.

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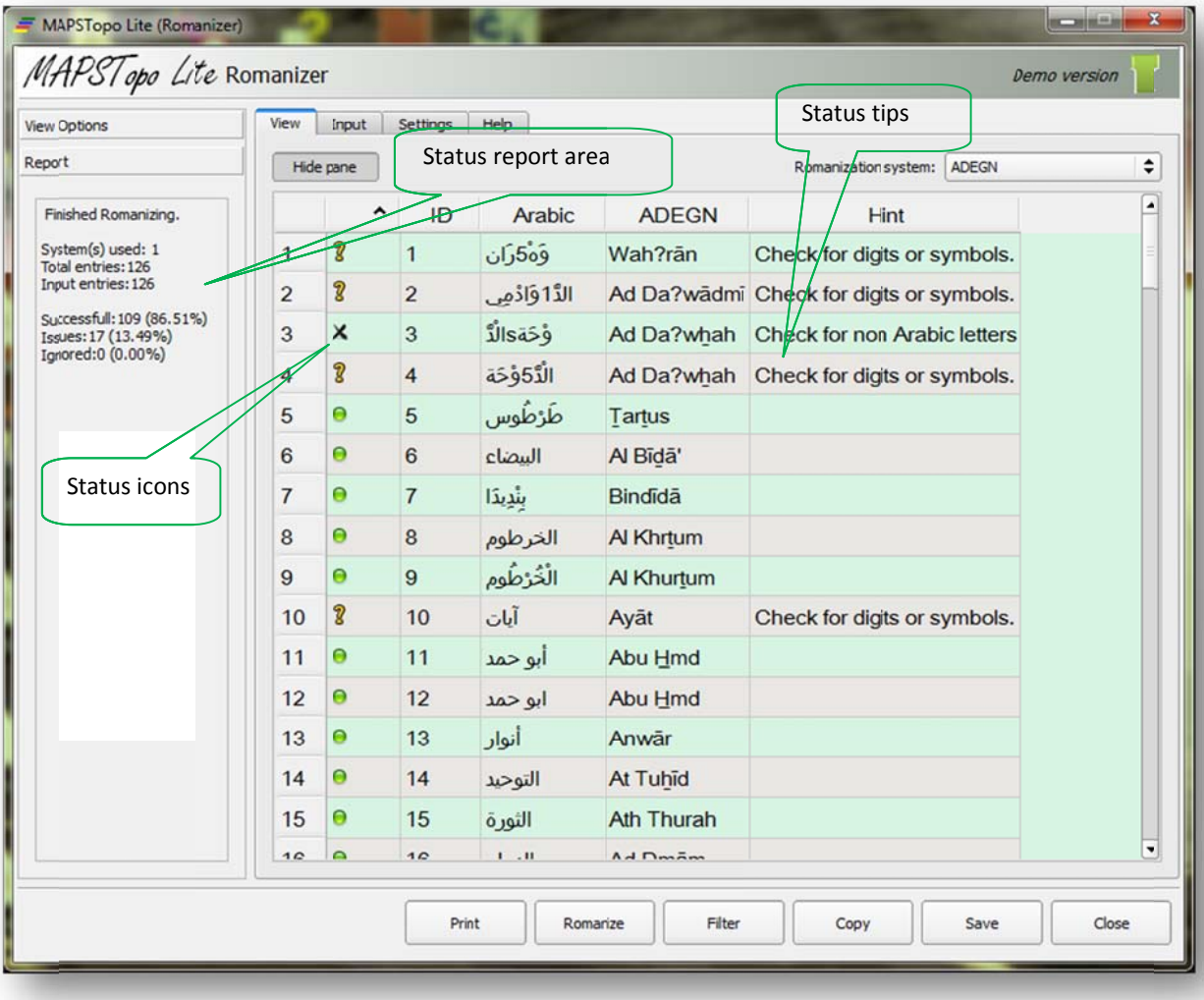


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## Error messages and status hints

The program displays enough information about the status of each name after the Romanization process; hints may either reflect the status of the Romanization process or inform the user that some changes has been made to the name. Most of the errors can be overcome by simply ignoring the error, but some names cannot pass the Romanization process because of errors that are hard to overcome or correct. You can refer to (Appendix A. Error messages and status hints) on page (53) where a complete list of types of errors is manifested.

Types of errors that can be identified include:

1. Improper vocalization: for example the position or type of the diacritics.
2. Spelling: location and type (Arabic or non-Arabic), e.g. wrong placement of letters.
3. Mojibake: names that contain non-Arab characters, digits or other symbols.

> CAUTION: The hint always describes the first error (مدينُة عيسُى) for example has two errors, "*Ḍamma* on the letter *Nūn* and letter *Sīn* " only the first error will be manifested (the Professional Edition shows all errors and their respective positions).

- MAPSTopo® Lite (Romanizer) Edition does not fully suggest error correction or allow doing correction in place directly from the View Interface (the professional edition provides all of that), retype the correct names to get rid of the errors messages.
- If the table cells do not show the full text of the hint you can move the border around the edges a bit to make more space for the full text, drag the right border to enlarge the cell width.
- You can check the appropriate box in the quick options pane to hide the status icons, the whole column will rapidly disappear, remove the check and the icons will appear once again.
- Identification numbers can be hidden from the Quick Options pane in the same manner as above, check the box [*Hide ID column*] the second column will disappear, this is a useful feature serves as a reference for later proofreading.
- Hide the hints column from the quick options pane by checking the box [*Hide status hints*].

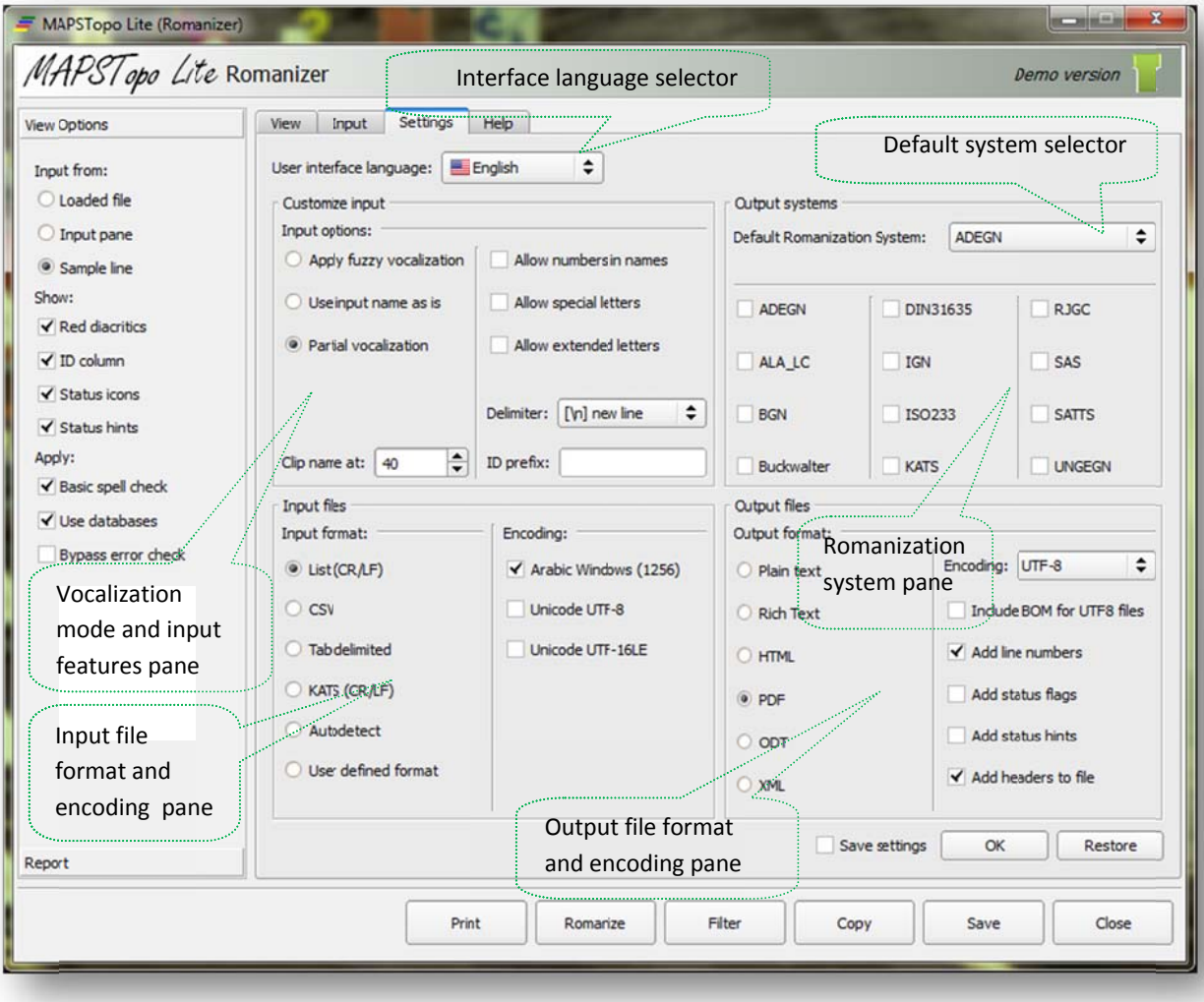
Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

## Settings interface

The settings interface is where MAPSTopo® Lite (Romanizer) overall behavior can controlled, resources of the program and handling of geographical names can be set from here, we will first describe the main action buttons and then move on to describe each part separately.

### Buttons

- **Save settings**: save the new settings.
- **OK**: accept and activate the new settings.
- **Cancel**: cancel this session to keep the previous settings.

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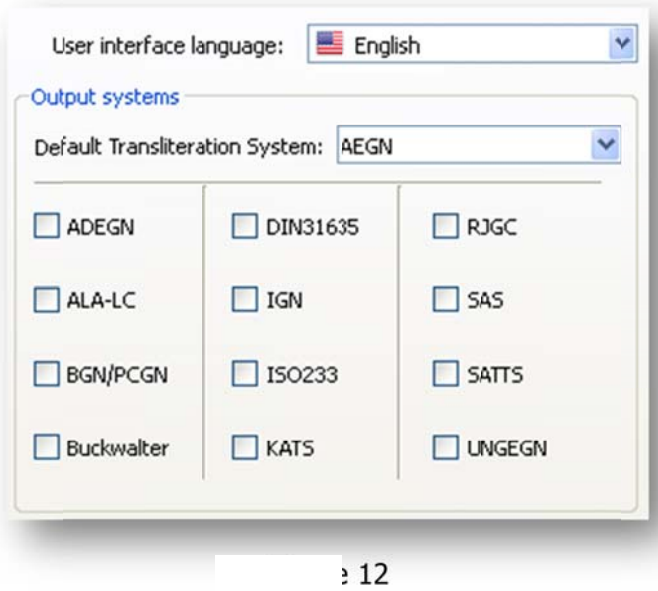
Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

To understand how this interface work split it vertically into two parts, the right part is for output, the left is for input; further divide each part into upper and lower pane, the upper pane is for the display, the lower is for files. So all the files and print controls can be found at the bottom of the interface and everything related to the name input and display on the screen is in the upper part.






We will begin describing the interface panes clockwise starting from the upper right corner.

### User interface language selector

You can choose the appropriate language at any time, there are sixteen languages supported by the program written in their native scripts in order to facilitate the return to your preferred language if you choose a different language by mistake.

### Layout direction and widgets placement

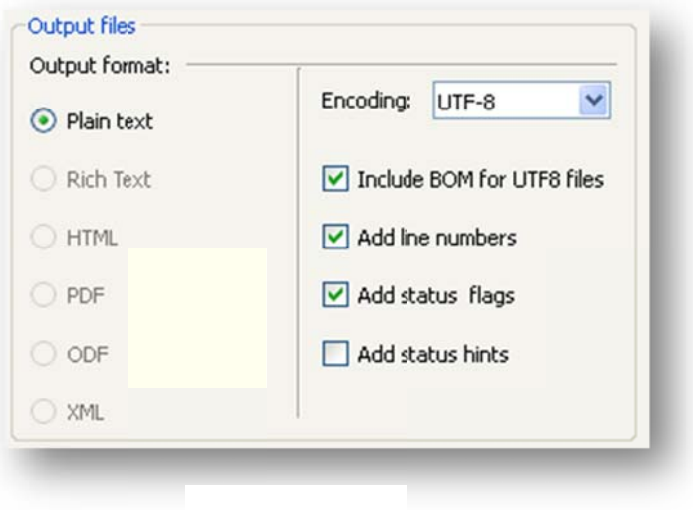
This manual is based on the English interface, if you would like to see all controls placed from right to left please select the Arabic language then all the controls and textual components will have the right orientation.

### Romanization system selection pane

Select the preferred Romanization systems by checking the appropriate boxes; you can see the characteristics of each system in the table below. You can also see a brief description on each system in the built-in help guide that comes with the program package.

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

| System | Type | Full name |
|---|---|---|
| **ADEGN** | Transcription | Arabic Conference on Geographical Names |
| **ALA-LC** | Transcription | Association of American Libraries -Library of Congress |
| **BGN** | Transcription | Board of Geographical Names/ Permanent Committee on Geographical Names |
| **Buckwalter** | Transliteration | Tim Buckwalter Arabic Transliteration |
| **DIN31635** | Transcription | Deutsches Institut für Normung |
| **IGN** | Transcription | Institut géographique national |
| **ISO233** | Transcription | International Standards Organization |
| **KATS** | Transliteration | Kalmasoft Arabic Transliteration System http://www.kalmasoft/devtool.htm |
| **RJGC** | Transcription | Royal Jordanian Geographic Center |
| **SAS** | Transcription | Spanish Arabists School |
| **SATTS** | Transliteration | Standard Arabic Technical Transliteration System |
| **UNGEGN** | Transcription | United Nations Group of Experts on Geographical Names |




### Output file format and encoding pane

Output file setting should be prepared before the saving the results of Romanization because the program uses some symbols and characters that may not be supported by all types of user viewing client software. MAPSTopo® Lite (Romanizer) supports Unicode fully in both input and output so please adopt this encoding to ensure that all details are preserved.

The file format depends on how the result will be used, for viewing and printing purposes you can use any of the formatting types (Rich Text, HTML, PDF, ODT), but if the results will be subject to subsequent processing then you must use any of these formatting (Plain text, XML) instead.

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

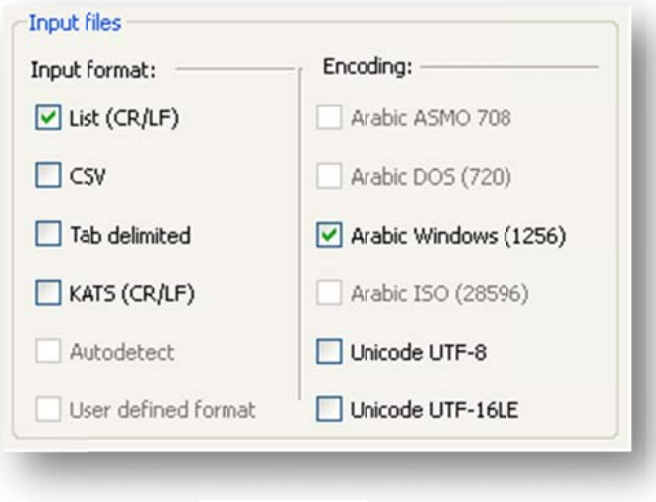
File encoding is subject to the type of application that will be used later to display the results or make subsequent processing, in most cases choose [*UTF-8*] and make sure the box [*Include BOM for UTF8 files*] checked. You can also see a brief description of each encoding system in the built-in help guide with included in the program.

The remaining options are self-evident and include the addition of line numbers to the file, status flags, as well as addition of the status hints which are necessary for late review of all errors or make a deep examination by the user.

The program provides output files in four different forms of encoding, encodings can be controlled from the dropdown menu provided for different uses as summarized in the table below.

| Encoding | Uses | Example of applications |
|---|---|---|
| **UTF-8** | for most multilingual applications | |
| **UTF-16LE** | use with specific applications | Microsoft Access-2007<br>Excel-2007, |
| **UTF-16BE** | use with most applications | Apple Mac OS X |
| **Windows-1256** | use with all Microsoft applications | |

| Format | Full name | Details |
|---|---|---|
| **Plain text** | | Processing purposes |
| **Rich text** | | Display and print purposes |
| **HTML** | Hyper Text Markup Language | Web pages |
| **PDF** | Portable Document Format | Display and print purposes |
| **ODT** | Open Document Format | Display and print purposes |
| **XML** | Extended Markup Language | Processing purposes |
| | | |




Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

### Input file format and encoding pane

Only one file at a time can be set using this pane each time you load names from a file (the professional edition allow for setting multiple files in batch mode) supported formats are shown below:

| Encoding | Details |
|---|---|
| **Windows 1256** | Default encoding for Arabic in Windows operating system |
| **UTF-8** | Unicode encoding |
| **UTF-16LE** | Unicode encoding |

| Format | Details |
|---|---|
| **List (CR/LF)** | Names formatted in single column and separated by newline |
| **CSV** | names separated by a comma |
| **Tab delimited** | Names separated with the Tab character |
| **KATS (CR/LF)** | Format based on Kalmasoft KATS |
| **Autodetect** | Format is automatically determined by the program |
| **User defined format** | Format specified by the user |
| | |

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

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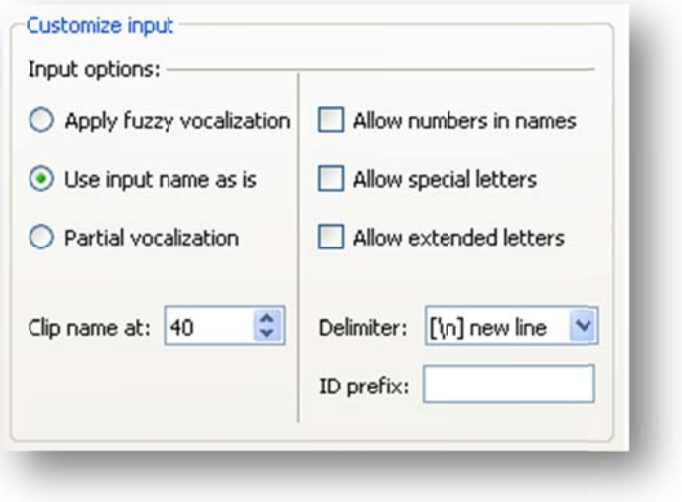
Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

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### Vocalization mode and input features pane

This pane has two parts; the left pane contains three options and a spinner, described as follows:

- Apply the Fuzzy vocalization mode to completely unvocalized names; fuzzy vocalization depends on morphological and statistical criteria as well as of some basic spelling rules.
- Use the name as is, that is, without interference from the program; use this feature with the fully vocalized geographical names.
- Partial vocalization), this is the default mode and the program will help you by automatically completing the necessary vocalization if you just add the minimal disambiguating diacritics.
- Determine the length of the name, the maximum number of characters of each name is 50, the minimum is 3, spaces and diacritics are counted.

The above vocalization modes are described in details in paragraph (Modes of vocalization) on page (36).

The right pane contains three options, a menu, and an input control described as follows:

- Allow the integration of numbers and names.
- Allow the insertion of special characters in names, such as letters (ڤ, چ, ڤ).
- Allow the insertion of Arabic extended letters used in other languages, such as Urdu and Farsi, e.g. (ڑ, گ).
- A delimiter selection menu.
- An input to set the identification number prefix of geographical names.

See the details of how to use this pane in paragraph (Preparing the names for input) on page (34).

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

## Program default settings

MAPSTopo® Lite (Romanizer) comes preset with default settings but you may change these settings at any time during or before running the program as needed, you can also save your custom settings for future use or restore the initial settings when you installed the program for the first time, the following table shows the status of all these settings:

| Interface | | Value/setting | Details |
|---|---|---|---|
| **Input** | Single line Romanization system | ADEGN | Arabic Conference on Geographical Names |
| | File preview | All drives | |
| | Input file location | MAPSTopo/Input | Set as required |
| | Output file location | MAPSTopo/Output | Set as required |
| **View** | | | |
| | Master system selector | | |
| | Current Romanization | The default system | ADEGN |
| **Setting** | | | |
| | Interface language | English | |
| | Default system | ADEGN | Arabic Conference on Geographical Names |
| | Other Romanization systems | Not checked | Check as required |
| | Mode of vocalization | Partial vocalization | |
| | Maximum length of name | 40 characters | Maximum is 50 characters |
| | Default delimiter | \n | New line |
| | Input pane format | List (CR/LF) | Name per line |
| | ID prefix | | Nothing |
| | Allow digits with names | Not checked | Not allowed |
| | Allow special letters | Not checked | Not allowed |
| | Allow extended letters | Not checked | Not allowed |
| | | | |
| | Input file encoding | Arabic Windows-1256 | Windows standard encoding |
| | Output file encoding | UTF-8 | Unicode |
| | Input file format | List (CR/LF) | |
| | Output file format | Adobe PDF | |
| | Include BOM for UTF box | Checked | |
| | Add line numbers box | Checked | Line numbers will be added |
| | Add status flags box | Checked | Status flags will be added |
| | Add status hints box | Not checked | Hints and tips will be added |
| **Program** | **Quick options pane** | | |
| | Names input source | Input pane | |
| | Hide check boxes | All not checked | |
| | Basic spell check | Checked | |
| | Bypass error check | Not checked | |
| | Use database | Checked | |

## Saving user custom settings

The program provides the ability to save the user custom settings, click on (**Save settings**) button and your settings will be saved for future use; these will be persistent and affect the program's behavior each time you run it unless you apply new settings.

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

# Running the program

## Setting the program for input

MAPSTopo® Lite (Romanizer) does not require any special fonts, but you must make sure that a single font is provided and installed in your system (Arial Unicode MS), this font usually comes bundled with Microsoft Windows XP; it contains all characters and symbols used by the different Romanization systems supported by the program. To make sure your system has the required font type the word (مُصْطَنَع) in the single line input pane and select the Romanization system (ISO233), you should see the word (**Muṣˇṭanaʿ**) on the test result display area as shown in the example below.

| | | |
|---|---|---|
| *OK, your system is ready* | Muṣˇṭanaʿ | مُصْطَنَع |

Non-Arabic speakers can copy the above test word from the file "*test.txt*" included in the documents folder.

Geographical names can be input from three different sources, single line input for testing, input pane for moderate size lists of names using the keyboard or copy and paste techniques, and files of large numbers of names loaded to the program for Romanization. You can quickly switch between these sources from the Quick Option pane as necessary, in fact you can actually put names for processing in all three sources and process each one after the other (professional edition allows the insertion of multiple files and processed all at once).

The master system selector menu in the View Interface determines the current Romanization system, it provides necessary functions to Romanize the geographical names according to user systems as well as all Romanization systems that are supported by the program in one single step.

It is not necessary that the names are arranged in a vertical list, you can enter names separated by any of the delimiters described in paragraph (Setting the names delimiter) on page (34) prior to the Romanization process, the program will portray the names in a columnar list format for you to confirm the input, if you use the default delimiter "newline" you will not be asked for confirmation.

You can alter any name in place before the Romanization process begins since the input pane serves as a text editor and supports all basic operations such as cut and paste, drag and drop, and redo functions by using the Microsoft Windows usual shortcut keys.

The master system selector works simply by selecting the system so you do not need to click the (**Romanize**) button every time to start the Romanization, if the list of names is too long (few hundreds of thousands) you will have to wait a short time before the results show up; we recommend you make necessary setting in advance in this case, and then clicking the (**Romanize**) button to initiate the process. This master selector is designed for your convenience and to facilitate rapid interface action, you can also use it to bypass the settings you made in the settings interface except for the possibility of changing the default Romanization system, that must be carried out only from the settings interface.

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

## Preparing the names for input

MAPSTopo® Lite (Romanizer) is very sensitive to the input data, it makes several tests to before the Romanization process begins, these tests are of orthographic nature in general, they include spell check for properties such as length of the name, type of characters and the type of vocalization, the program also does some other covert arrangements include the removal of unnecessary characters such as white spaces and the Arabic lengthening characters "Ṭaṭweel".

The program provides many features for the user to apply on the geographical names before Romanization, all can be applied from the settings interface, the available features are as follows:

### Setting the maximum length of the name

User can set a precondition for the length of the input name, MAPSTopo® Lite (Romanizer) default is (40) characters, including diacritical marks and spaces, the user can set this to any number between 3 and 50; this will add an indirect means for correcting the names of excessive length.

No special icon will be assigned to clipped names because other icons are still needed to reflect the status of the clipped name, a scissors (✄) flag is incorporated directly with the Arabic name to indicate that it has been cut short, this flag will not print or saved to file but instead a tag word (clipped) will appear in the hints column, the example below shows an example of a name clipped after a maximum length of 30 characters.

| | |
|---|---|
| | قَرْيَة الحُسَيْنِيَّة الشَريفيّة |
| Qaryat al-Ḩusaynīyah ash-Sharyf | قَرْيَة الحُسَيْنِيَّة الشَريف✄ |

### Setting the names delimiter

If you are using the input pane to enter the geographical names you must specify the delimiter that separates the names; the program is set to use a common delimiter (end of the line) that simply means you press the (Enter) key after each geographical name you type so you will have the names arranged in a vertical list (column), but you can change the delimiter to suit input data arranged in different format, for example the following arrangement:

لحج، السنابس، قرية الحسينية الشريفية، الأفلاج، الطائف، شبعا، البصرة، دارفور، القامشلي، المدينة المنورة، جبل مرة، الدجيل، عين الباشا، بورتسودان، الرمادي

The above example shows the use comma (,) as a delimiter, you can also enter the names separated by any of the following characters: (";", "tab", "_", "-", "\"), and the space. If you chose the space make sure that you type the parts of the name between parenthesis like this (جبل الزيتون), or connect them with a hyphen like this "جبل-الزيتون" so the program will not process them separately.

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

### Setting the ID prefix

Use the ID prefix to decorate the identification numbers of the geographical names, for example, if you want to Romanize names from different geographical areas for subsequent processing the ID prefix will be useful in sorting; to use this feature type a word of four characters or less in the appropriate place, for example "IRAQ" to get the ID numbers prefixed in the following format (IRAQ005417) or "KSA-" to get (KSA-005417), the field width is six digits enough for one million names, the example below shows the use of the ID prefix "IRAQ".

| | | |
|---|---|---|
| IRAQ005417 | ar-Ramādī | الرَمادي |

### Allowing the integration of digits and names

MAPSTopo® Lite (Romanizer) does not allow the integration of digits and letters but you can allow this combination from the settings interface, see paragraph (Vocalization mode and input features pane) on page (31), we generally do not recommend using this feature, the example below shows the result of this feature.

| | |
|---|---|
| al-Khurṭūm 2 | الخرطوم 2 |

### Allowing the insertion of special letters

Arabic letters such as "چ" (Cheh) "ڤ" (Qaf with three dots above) are sometimes used with names of non-Arab origins, MAPSTopo renders these characters to the closest Arabic letter from the script if not supported by the Romanization system specified.

| | |
|---|---|
| at-Tājī | التاچي |
| Akjūjit | اكچوچت |
| Sīdī Vāl | سيدي ڤال |

### Allowing extended Arabic letters

MAPSTopo® Lite (Romanizer) allow using letters used by Arabic script based languages (ASBL) such as Farsi and Urdu which use extended Arabic letters, some writing scripts in Morocco uses them as well, these letters are slightly different (ڭ ,ژ ,گ), we do not recommend that you allow insertion of such letters unless you are certain how they can be used.

| | |
|---|---|
| Jangīz | چنگيز |

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

## Modes of vocalization

MAPSTopo® Lite (Romanizer) provides three modes of vocalization, these can be set from the settings interface, a summary of these modes shown here with examples, a detailed description can be found in the next page.

### Fuzzy vocalization

Fuzzy vocalization is used to vocalize bare or unvocalized Arabic names, it adds diacritics to the names using heuristics and some statistical profiles, the process depends on the type of letters in general; as a consequence, fuzzy vocalization generates Arabic orthographic variants, this feature is integrated in MAPSTopo® Lite (Romanizer) so that as many as possible legitimate variants of a geographical name will be input to the program for Romanization, the professional edition uses all variants. Do not use vocalized name with this feature set, the program will remove all diacritics automatically.

| | |
|---|---|
| al-Qaṭarānah | القطرانه |

### Partial vocalization

This feature allows auto-completion of the semi-vocalized names, based on the rules of Arabic orthography and is intended for partially vocalized names, the user have to add one or two diacritics enough to disambiguate the name; this is the default feature used by the program, the following example shows how to partial vocalization works.

| | |
|---|---|
| Madīnat al-Khurṭūm | مَدينة الخُرطوم |

### Manual vocalization

The program does not interfere in the vocalization process if you choose to leave the name as is with the exception of forcing the application of some necessary basic Arabic spelling properties such as taking into account the pronunciation of "Sun Letters" and "*Tā Marbūṭa*". You must use this option if the names are already vocalized, in the example below please note that we added the "*Fatḥa*" before "*Tā Marbūṭa*" for the purpose of illustration, but we could omit it since the program will it add anyway.

| | |
|---|---|
| Wilāyat Mustaghānim | وِلايَة مُسْتَغانِم |

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

The impact of each of the three modes is detailed in the following examples:

| Vocalization | Input | Output | Details |
|---|---|---|---|
| **Fuzzy** | الخرطوم | al-Kharaţūm | Two *Fa'tha* and long "ū" added |
| | السودان | as-Sawdān | Two *Fa'tha* and long "ū" added |
| | طرطوس | Ţaraţūs | Two *Fa'tha* and long "ū" added |
| | بيروت | Bayrūt | One *Fa'tha* and long "ū" added |
| **Manual** | الخرطوم | al-Khrţwm | No change |
| | الخُرْطوم | al-Khurţwm | *Damma* and *Sukūn* changed the Romanized output |
| | السودان | as-Swdān | No change |
| | السَودان | as-Sawdān | *Fa'tha* changed the Romanized output |
| | طرطوس | Ţrţws | No change |
| | طَرْطوس | Ţarţws | *Fa'tha* and *Sukūn* changed the Romanized output |
| | بيروت | Byrwt | No change |
| | بَيروت | Bayrwt | *Fa'tha* changed the Romanized output |
| **Partial** | الخرطوم | al-Khrţūm | Long "ū" added |
| | الخُرطوم | al-Khurţūm | *Damma* changed the Romanized output |
| | السودان | as-Sūdān | Long "ū" added |
| | السَودان | as-Sawdān | Diphthong applied because of introduction of *Fa'tha* |
| | طرطوس | Ţrţūs | Long "ū" added |
| | طَرْطوس | Ţarţūs | Long "ū" added |
| | بيروت | Bīrūt | Long "ū" and long "ī" added |
| | بَيروت | Bayrūt | Diphthong applied because of introduction of *Fa'tha* |

MAPSTopo® Lite (Romanizer) edition undertakes the process of fuzzy vocalization based on statistical rules only and does not apply any morphonemic criteria e.g. using Arabic morphological templates "binyanim", so results may not come as expected. The professional edition (MAPSTopo Pro) is capable of doing thorough analysis of the geographical name including the methods and tactics mentioned above so the results are much better.

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

## Custom settings for vocalization

MAPSOno® Lite (Transcription) allows other custom vocalization for the Arabic geographical names, these are in fact primitive techniques based on direct matching with entries stored in a database either internal or external, the Lite version uses the internal database only:

## Indirect vocalization

In addition to the vocalization modes discussed in the preceding pages, the program provides direct and indirect vocalization techniques to improve the input geographical names before Romanization as indicated below.

### Vocalization using the built-in database

This edition allows the correction for a limited number of common names and name tags by direct matching and replacement with the contents of the integrated database which include some common words (e.g. "Wilāyah" state, "Madīnah" town, "Qaryah" village, etc.) check the box [*Use Database*] in the Quick Options pane, the program will replace any occurrence of the names regardless of their current vocalization as shown in the following example:

| | |
|---|---|
| al-Jamhūrīyah al-ʻirāqīyah | الجُمِهَورَية العِراقِيّة |

If you want to use the names without the intervention of the program you must uncheck the box to disable using the integrated database, the name will then be Romanized the way you input.

You may augment the internal database if you like, add the new entries to the file *mtlrombase.txt* located in the program folder.

### Error detection and indication strategy

MAPSTopo® Lite (Romanizer) detects many types of errors in your input such as typos and inconsistent vocalization, for such errors and other orthographically legitimate errors the program will normally Romanize the name and issue a hint indicating those error, as in the example below.

| | | | |
|---|---|---|---|
| | Salṭanat ʻUmuān | Inconsistent vocalization | سلطنة عُمُان |

If the error cannot be ignored such as insertion of strange symbols or Latin letters, the program will ignore the name completely and indicate the type of error. If you decide to Romanize the name, you should check the [*Bypass error check*] box from the Quick Options pane, you'll see the icon ( ) denoting that the error is bypassed; most of errors can be bypassed this way.

| | | |
|---|---|---|
| | Salṭanat ʻUmuān | سلطنة عُمُان |

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

# Preparing for output

## Printing

The program prints the Romanized names as displayed on the screen, including the status icons for the purposes of correction or proofreading, make sure to make necessary setup before printing.

If you want to re-format the contents before printing using some other desktop publishing applications for example Microsoft Word, you must use the format (RTF), because some of the symbol will be dealt with internally in order to display correctly on third party software, the (RTF) formatting ensure correct display and print without the need for further manipulation.

If you want to store the names for subsequent processing then you must save the files using the (UTF8) encoding since almost all commercial software can deal with text files encoded in this global encoding otherwise you will run into the risk of losing some data or be forced to install additional fonts; example of such third party software supporting UTF8:

Microsoft Word®, Microsoft Access®, Microsoft Excel®, Microsoft FoxPro®, Lotus Notes®, Open Office®

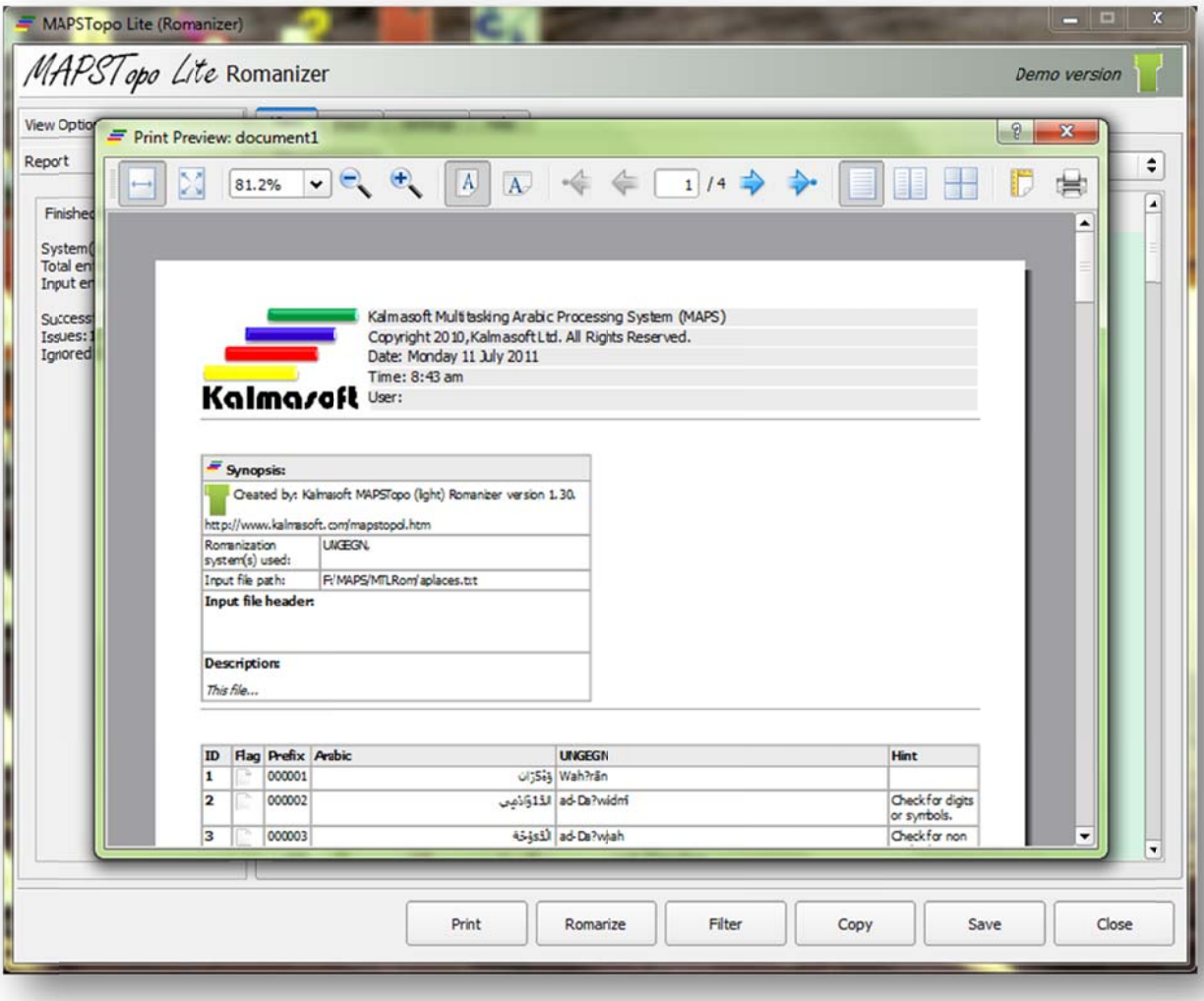
Publishing on web requires saving the files in (HTML) format, the program supports the standard HTML4 therefore we do not expect the result to look different of the same file if opened with different in the other ser viewing agents "html browsers", we already tested the following software products which produced the same looking of MAPSTopo® Lite (Romanizer) HTML formated output files:

Microsoft Internet Explorer®, Mozilla Firefox®, Google Chrome®, Netscape Navigator®, Opera®

### Saving files in different formats and encodings

Output files can be saved in more than one format and encoding as long as the file is open, choose the format and then click (**Save**) button; you can save the file in more than one Romanization system but only one encoding and format; reset and save the file in different name if you would like to use different encodings.

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

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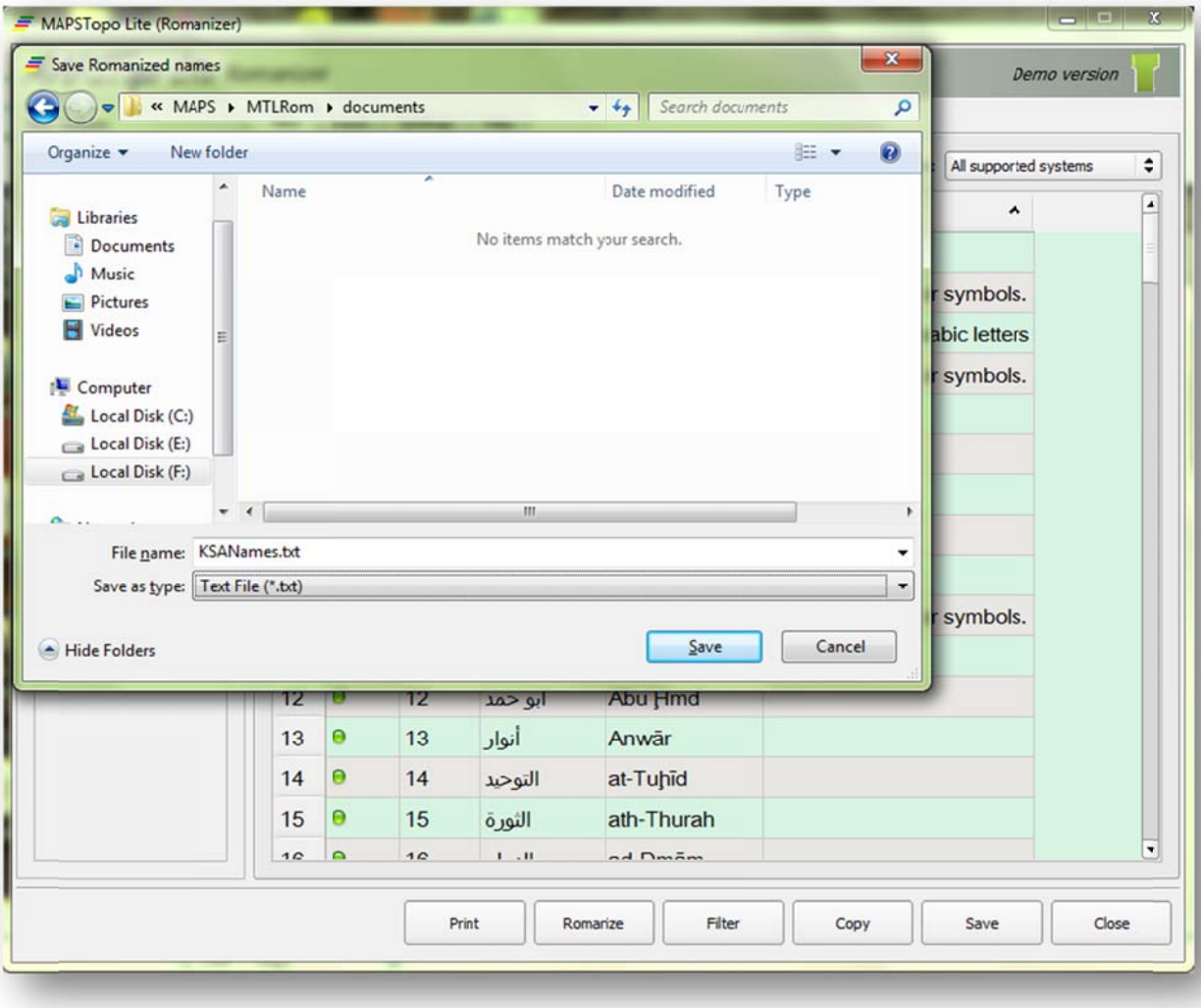
Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

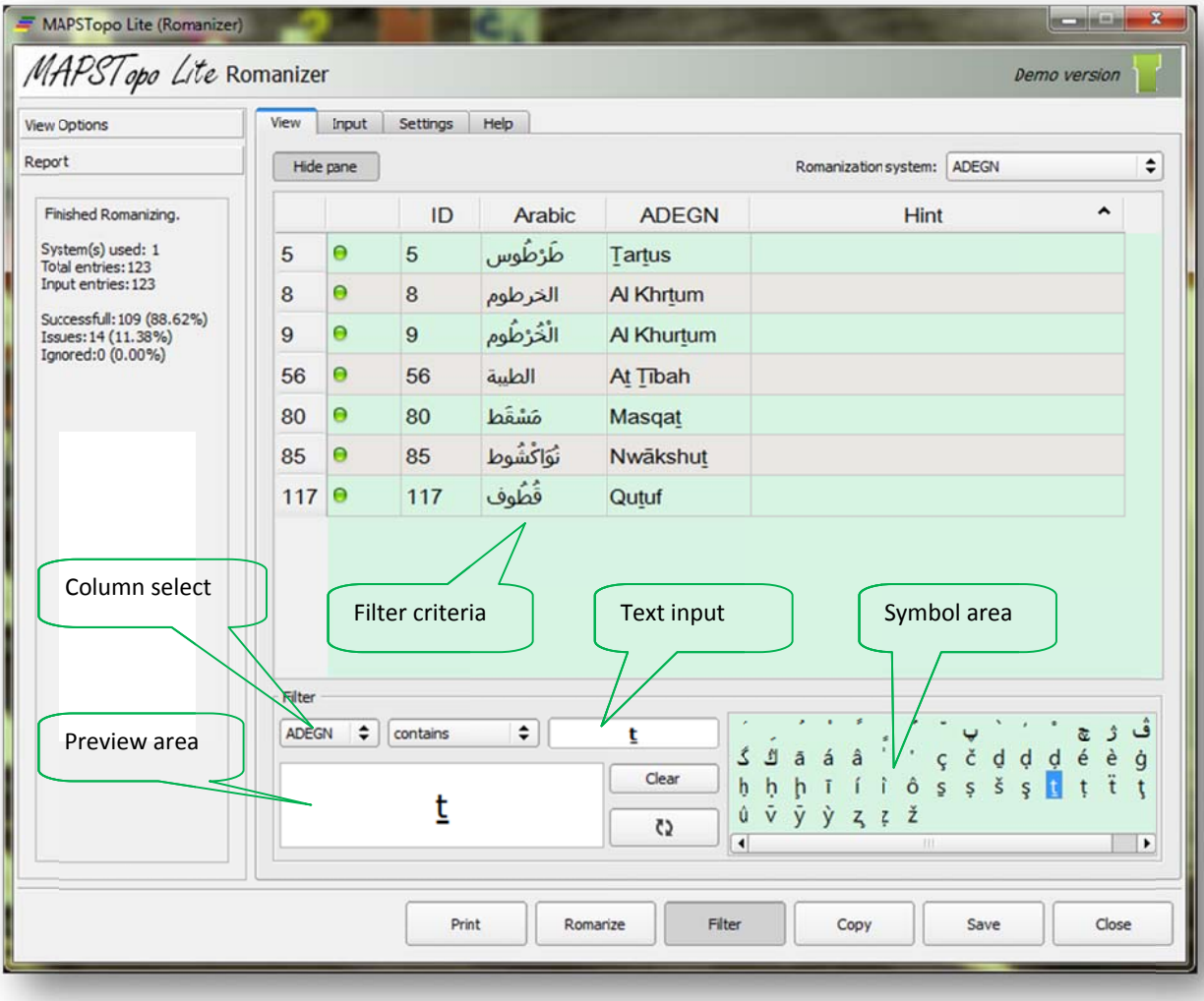



Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

## Output sorting and filtering

Alphabetical sorting is already described in paragraph (Result display area) on page (19).

To filter the Romanization results click on the master function (**Filter**) button, a hidden area will appear below the result display area as shown in Figure 18 below, you must specify the filter criteria to display only those lines matching the criteria you specified, available criteria are listed in the table below.




8

| Criteria | Details |
|---|---|
| **Contains** | To display the lines contain a specific text or symbols |
| **Does not contain** | To display the lines that do contain a specific text or symbols |
| **Begins with** | To display the lines begin with a specific text or symbol |
| **Ends with** | To display the lines end with a specific text or symbol |
| | |

The

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

The filter panel displays some symbols, two dropdown menus, text input box, in addition to a filtered sample preview area; all are described as follows:

- Symbols panel: click on the symbols to insert it in the text input box, this serves as a virtual keyboard if the specified symbols is not accessible via the keyboard.
- Column selection dropdown menu: select the column on which you like apply the filter; the whole result table contents will be affected.
- Criteria selection dropdown menu: select the criteria you want to apply to the results.
- Text input box: type the text or any part of text here.

While you are setting the filtering criteria a real data sample will be displayed in the preview area, when you done setting the filtering criteria, click on (**OK**) button to start filtering the results, only the matching lines will be displayed as shown in Figure 19 on the next page.

Your filter criteria will be displayed in the preview area, when you done setting the filtering criteria, click on the ( ) button to start filtering the results, only the matching lines will be displayed.

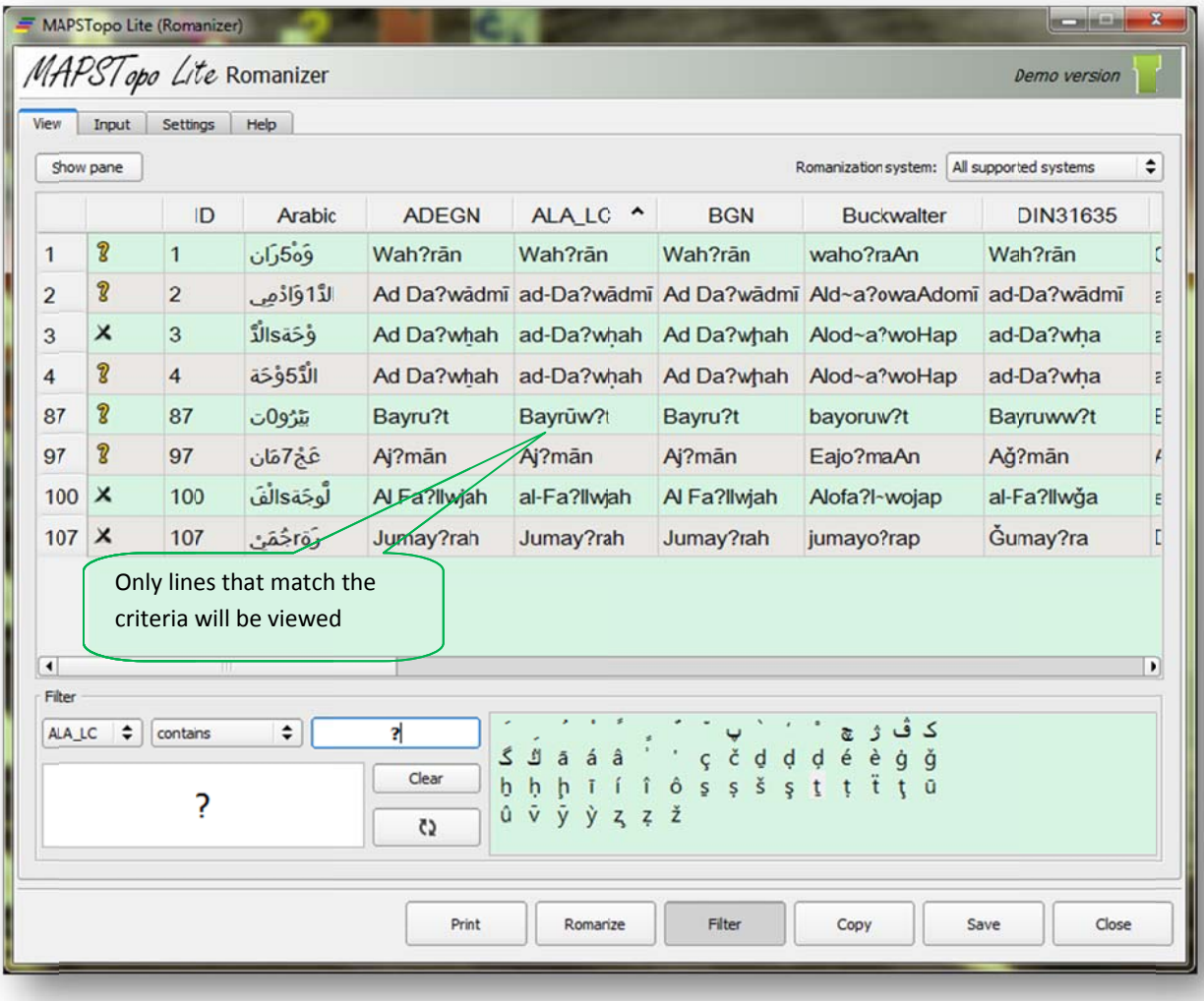
> Note: please be informed that filtering is case sensitive.

After filtering the results the content of the display area will change completely, the only way to restore the original results is delete the filter criteria text and click the ( ) button again.

If the (**Filter**) button is showing the text (Filter) then the results are original, the case is different after filtering where the same button will show the icon ( ) instead.

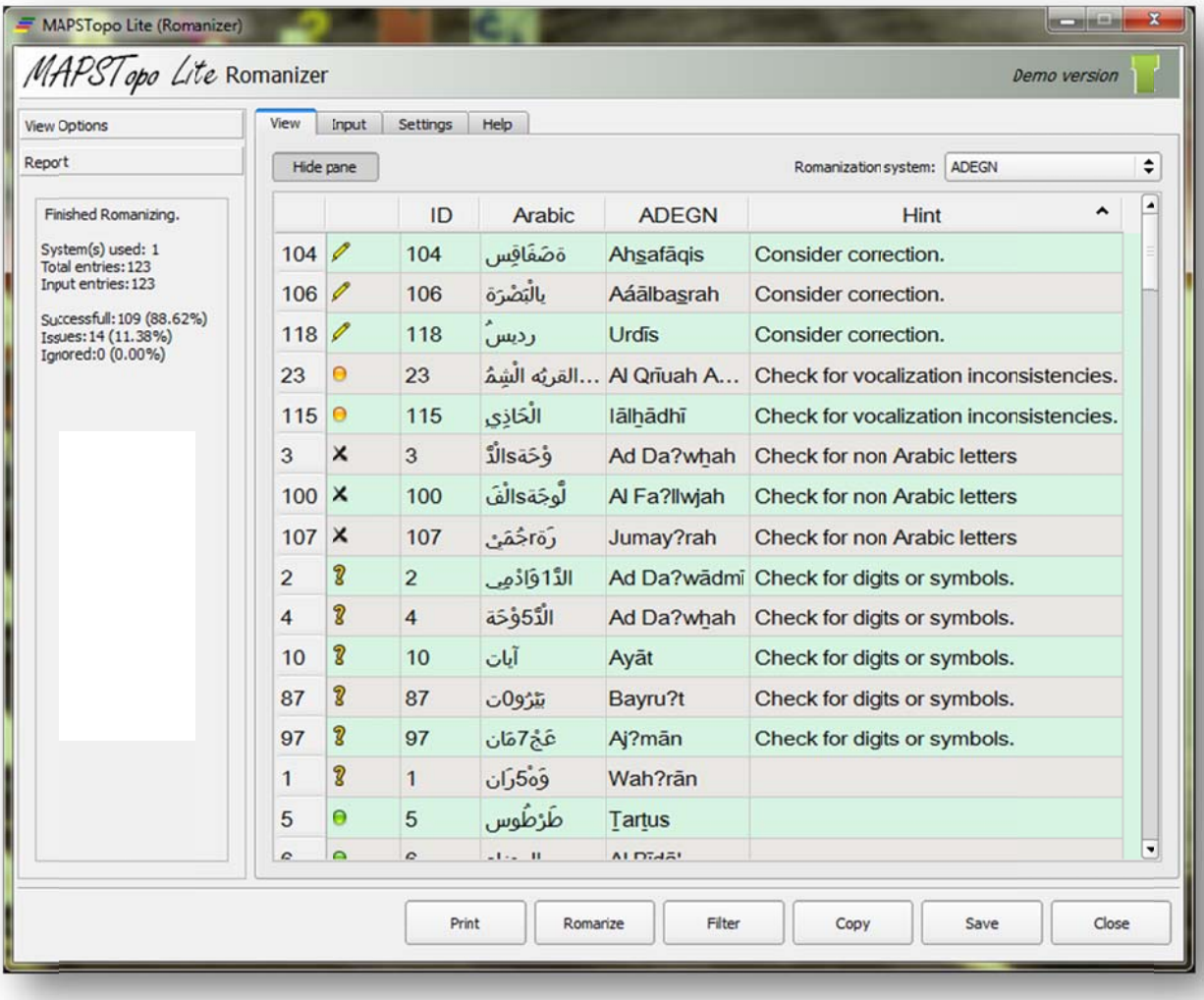
Filtered out results will still be saved and printed unless you intentionally set the maximum length of the input names or limit the generated variants.

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip




re 19

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip


MAPSTopo Lite (Romanizer)
MAPSTopo Lite Romanizer
Demo version
View Options
Report
Finished Romanizing.
System(s) used: 1
Total entries: 123
Input entries: 123
Successfull: 109 (88.62%)
Issues: 14 (11.38%)
Ignored: 0 (0.00%)
View
Input
Settings
Help
Hide pane
Romanization system: ADEGN
ID
Arabic
ADEGN
Hint
104 104 ةصَفَافِس Ahsafāqis Consider correction.
106 106 بالْبَصْرَة Aáālbasrah Consider correction.
118 118 ردبسُ Urdīs Consider correction.
23 23 القريْه الْشِمْ... Al Qrīuah A... Check for vocalization inconsistencies.
115 115 الْحَاذِي lālḥādhī Check for vocalization inconsistencies.
3 3 وْحَةsالْدّ Ad Da?wḥah Check for non Arabic letters
100 100 لّوحَةsالْفَ Al Fa?llwjah Check for non Arabic letters
107 107 رَةrجُمَيْ Jumay?rah Check for non Arabic letters
2 2 الدّ1وَادْمِي Ad Da?wādmī Check for digits or symbols.
4 4 الْدّ5وْحَة Ad Da?wḥah Check for digits or symbols.
10 10 آيات Ayāt Check for digits or symbols.
87 87 بَيْرُو0ت Bayru?t Check for digits or symbols.
97 97 عَجْ7مَان Aj?mān Check for digits or symbols.
1 1 وَهْ5رَان Wah?rān
5 5 طَرْطُوس Ṭarṭus
Print
Romanize
Filter
Copy
Save
Close

You can also sort the hint field to get the erroneous entries as shown in Figure 20 above.

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

## Romanization scenarios

The following examples show how to Romanize Arabic geographical names for different purposes and situations that you may encounter in real life, this does not necessarily mean that you should abide by the techniques followed in these examples, consult the client asked for the Romanization services to provide information about the specifications on a case by case basis.

## General directions

The main issues needed to be addressed are summarized below:

1. Arabic geographical names source file encoding.
2. Arabic geographical names source file format.
3. Type of Romanization system.
4. Output file format.
5. Output file encoding.
6. Whether the party is going to make subsequent processing.

## A. Romanizing names for an official foreign client

A foreign official organization asked for Romanization of certain geographical names, this organization is not authorized to reuse of data (e.g. modify or sell) but it can published on the Internet in a format that does not allow retrieval i.e. copying or printing, use the following settings:

1. Romanization system: (decided by the client)
2. Input file encoding: [Windows-1256 or UTF-8]
3. Output file encoding: [UTF-8]
4. Output file format: [RTF]
5. Open the result file in a text formatter e.g. Microsoft Word, and use Tahoma font size 16, for Arabic text and Arial Unicode size 12 for Latin, you can also use the table auto format feature available in Microsoft Word; you can also format the data using Microsoft Excel.
6. Convert the file to PDF format and add the appropriate protection (disable copying, editing, and printing).

## B. Romanizing names for a foreign client

A foreign non-Arabic speaking official organization asked for Romanization of certain geographical names, this organization is authorized to reuse of data (i.e. test, modify), use the following settings:

1. Romanization system: (decided by the client)
2. Input file encoding: [Windows-1256 or UTF-8]
3. Output file encoding: [UTF-8]
4. Output file format: [CSV or Tab delimited]
5. Transliteration of output file: [KATS] or [SATTS] or [Buckwalter]
6. (KATS) transliteration system will convert Arabic text to English ASCII text which can be converted back to Arabic script without losing any data.
7. Send the file together with a copy of the (KATS) transliteration system which is available at Kalmasoft website here: http://www.kalmasoft.com/download/KATS.zip.

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

## C. Romanizing names for an official home client

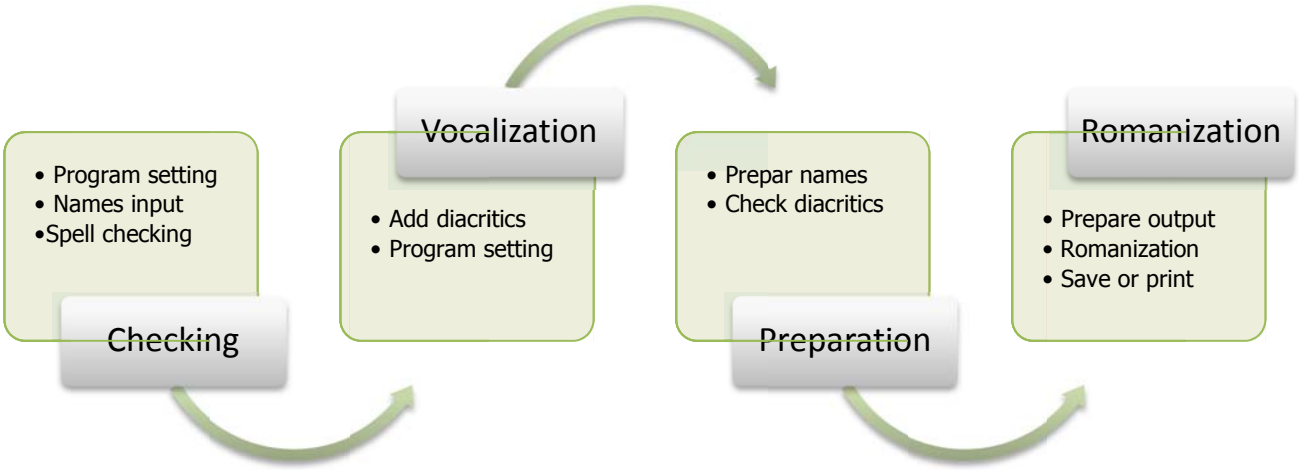
A home organization asked for Romanization of certain geographical names to later be used by some official internal body e.g. national archive, competent ministry, technical office, data management division etc., this organization is authorized to reuse of data (i.e. publish, modify), use the following settings:

1. Romanization system: (decided by the client)
2. Input file encoding: [Windows-1256 or UTF-8]
3. Output file encoding: [UTF-8]
4. Output file format: [CSV or Tab delimited]
5. The setting above facilitates the opening the output in almost all each database management software and spreadsheets such as (Oracle, Microsoft Access, Microsoft FoxPro, SQL, Microsoft Excel, Lotus Notes).

## Using the included sample files

The (Samples) folder contains file of Arabic geographical names from all states in the Arab region, you can use it directly for testing, use Microsoft WordPad to open each file to view or edit the contents, load the file and start Romanization, you may copy and paste to the input pane if you like. The professional edition allows loading all these files at once without having to open each file separately.

If you are using the program for the first time, we recommend you proceed with Romanization according to the scheme illustrated below:




Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

## Tips and tricks

The following are few notes to speed up the work and add up for a professional using of the program:

1. You need not have to click the buttons to determine the input source of geographical names (single line, input pane, load file), this will be done automatically for once you start typing, pasting, or loading names into any of the input ports of the program.
2. You do not have to click the (**Romanize**) button each time; you can use the (**Preview**) button which can perform the same function.
3. If you are not sure of the correctness of the geographical names you can select the [*Check mode*] from the master system selector menu, this mode provides a basic spell check for you input names, store the list of names and edit or delete unwanted ones.
4. Click on the header of any column to sort its contents alphabetically, click again to restore its initiation state.
5. If your data takes time to prepare by adding diacritics, the best way is to save your favorite settings and then run the program on it later.
6. To adjust the width of any column in the View Interface, you do not need to drag its borders each time, double-click between the columns headers and it will be adjusted to accommodate the contents according to the longest name in it.
7. Click on the (**Hide pane**) to spare a space for large view of Romanized in the result display area, click again to show the Quick Options pane.
8. Drag the splitter in the Help interface to enlarge the help text display area, you can even drag it to the far left, the help index window will disappear, drag the splitter to the right and the window will appear again.

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

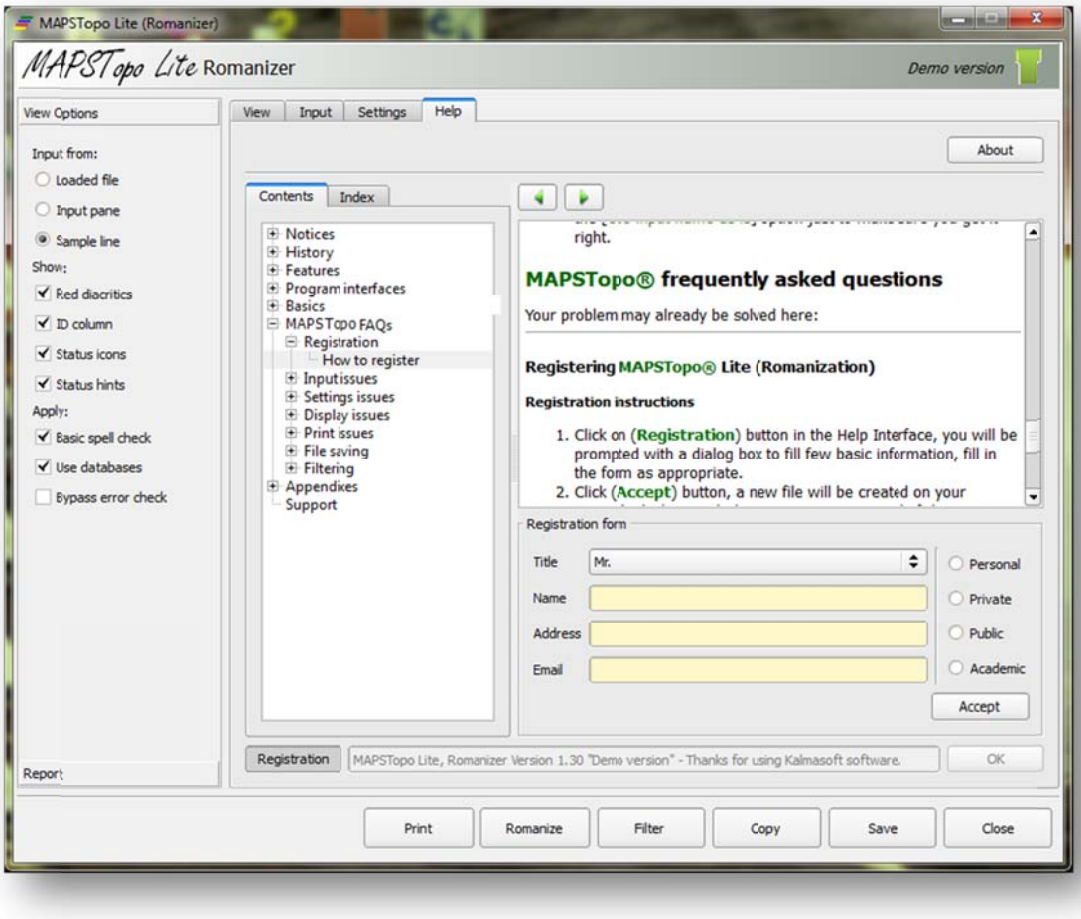
# MAPSTopo® frequently asked questions

Your problem may already be solved here:

## Registering MAPSTopo® Lite (Romanizer)

**Registration instructions**

1. Click on (**Registration**) button in the Help Interface, you will be prompted with a dialog box to fill few basic information, fill in the form as appropriate.
2. Click (**Accept**) button, a new file will be created on your system's desktop with the name *TopoRomanReg.kef*, this contains the information you just entered in special format for privacy considerations, attach this file and send it back to Kalmasoft through the email, you will be informed with the financial information later.
3. Upon payment, Kalmasoft will send a new download link together with a software key through the email, download your copy, install it, enter the software key, and click (**OK**) button, you are done!.
4. We strongly recommend that you have a look at the usage policy in page (6) and Kalmasoft Terms of Use http://www.kalmasoft.com/terms.htm together with the Privacy Policy http://www.kalmasoft.com/privacy.htm .




Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

# Input Interface issues

### Can't load files

- MAPSTopo® Lite (Romanizer) is not suited for ordinary running text, if you are trying to load files containing long paragraphs this will not work.
- Make sure that the file does not contain any strange symbols, you may comment out unwanted lines by adding "*" or "#"; those lines will appear again in the header part of the saved or printed output.
- You may be trying to load an unsupported file type, please check the list of supported types in paragraph Input file format and encoding pane in page (29), if your file is not supported the easiest way is to copy the names and paste them to the Input pane; you may also save the file as txt from the native application.

### Program halts during load

- You are trying to load a huge file that could possibly make the program irresponsive, please interrupt the program, divide the file, and try again.

# Setting issues

### My settings don't work

- Some settings may only be applicable under certain circumstances, for instance, the [*Use Database*] is useless if no database available.
- Some settings may look contradicting for the first time, this is not the case, however, if you think that you have messed things up please close the program and start again; if you have already saved any custom settings please restore the defaults and try again with a fresh settings, this is described in paragraph Saving user custom settings in page (32).

### My new settings do not seem to affect the results

- Some specific settings are not available in the demo version e.g. language formality and regional dialects for both source and target languages, these have been intentionally disabled.
- Some settings are sensitive only to specific names with irregular patterns e.g. *Alif Maqsura* and *Taa' Marbuta*, so it is not necessarily that they affect other regular names.

### Can't save my settings

- This feature is not available in the demo version; new settings are active only during the transcription session. The program will not leave "ini" or "cfg" files in your system.
- Register the software to get full access to this feature, please register the software.

# Display issues

### Interface language looks "Greek"

- Make sure that you select the right language for your interface, if it still looks strange check if you have the right fonts installed in your system.
- MAPSTopo® Lite (Romanizer) demo version supports only English and Arabic for the interface.

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

### Romanized names not showing up

- Please make sure you select the right input source, nothing will be displayed on the View Interface if you choose to input names from the single line.
- If you are loading names from a file please check for any strange symbols preceding the name e.g. (*, #).

### Can't copy items

- This feature is not available in the demo version; you cannot copy items from the View Interface.
- Register the software to get full access to this feature, please register the software.

## Print issues

### Printout not showing results

- This feature is not available in the demo version; only the original input and the transcription report can be printed.
- Register the software to get full access to this feature, please register the software.

### Mojibake and strange symbols when printing

- Please make sure that you select the right target language.
- If you are transcribing Arabic names to some Asian language please make sure that your system is already set properly to display the Asian characters.
- If the above fail, reinstall the (Arial Unicode MS) font and try again.

### How can I get rid of Kalmasoft logo

- Kalmasoft logo "the four horizontally stacked color bars" is usually printed at the top of the first page, if you do not like this to be inserted in your document save the result to (RTF) file and remove the logo in a suitable text editor and put whatever you like.
- If you would to have your organization logo printed instead please contact Kalmasoft, direct contact details can be found here http://www.kalmasoft.com/contact.htm .

## File saving issues

### Can't save files

- By default MAPSTopo® Lite (Romanizer) saves result files in the (Input) folder, please set the new path clearly in the dialog box.
- Check the file name and file path.

### Can't find my results in the saved file

- This feature is not available in the demo version; results can only be displayed.
- Register the software to get full access to this feature, please register the software.

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

# Filtering and sorting issues

## Filtering doesn't work

- Check the criteria you are trying to apply.
- Make sure that the results are not filtered already, clear the current filter text and just click ( ) button to restore the original results.
- Beware that filtering is case sensitive.
- Perhaps the results do not actually contain the filter text.

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

# Appendixes

## Appendix A. Error messages and status hints

Messages and tips do not necessarily always indicate errors, some describe the status after you perform certain operations; some icons in the table below may not be available in the edition or the version of MAPSTopo® Lite (Romanizer) that you use.

| Icon | Message | Hint | Meaning |
|---|---|---|---|
| | Not a name, ignored. | Check for Latin | Multilingual contents is not allowed |
| | Name is too long, clipped. | Name exceeding the maximum | Total length should not exceed 50 characters, default is 40 |
| | Done | | |
| | Strange contents. | The name has strange contents | e.g. "?", "+", "#", "@" |
| | Special letters | The name has special letters | e.g. . "چ", "ڤ", "ڵ" |
| | Unable to vocalize | | Need no vocalization or ready vocalized |
| | Non-Arabic name | | |
| | This name is *Nūnated* | Remove *Tanwīn* | Names should not be *Nūnated* |
| | Repetition | | Repeated content |
| | No diacritics | Vocalize the name | Vowels stripped out |
| | Extended letters | | e.g. . "ک", "ے" |
| | Added from the database. | | This name is added directly from the database i.e. not processed |
| | Spelling error | | e.g. name starting with *Tā Marbūṭa* |
| | Inconsistent vocalization | Check the vowels | e.g. adding *Ḍamma* before *Tā Marbūṭa* |
| | Variants exist. | Activate variant generator | Professional Edition only |
| | Re-enter the name | | |
| | Name is too short, ignored | | The minimum length is 3 characters, spaces and diacritics counted |

The table below shows the status-only icons:

| Icon | Message | Hint | Meaning |
|---|---|---|---|
| | Correct | | Linguistically correct |
| | Apparently correct | Recheck the name | Linguistically correct but recheck |
| | Corrected | | This name has been corrected |
| | Marked for exclusion | Name to be excluded | e.g. exclusion from Romanization |
| | Check bypassed | | Error checking has not been applied |
| | | | |

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip

# Appendix B. Romanization systems

| System | Type | Full name |
|---|---|---|
| **ADEGN** * | Transcription | Arabic Conference on Geographical Names |
| **ALA-LC** | Transcription | Association of American Libraries -Library of Congress |
| **BGN** | Transcription | Board of Geographical Names/ Permanent Committee on Geographical Names |
| **Buckwalter** | Transliteration | Tim Buckwalter Arabic Transliteration system |
| **DIN31635** | Transcription | Deutsches Institut für Normung |
| **IGN** | Transcription | Institut géographique national |
| **ISO233** | Transcription | International Standards Organization |
| **KATS** | Transliteration | Kalmasoft Arabic Transliteration System http://www.kalmasoft.com/devtool.htm |
| **RJGC** | Transcription | Royal Jordanian Geographic Center |
| **SAS** | Transcription | Spanish Arabists School |
| **SATTS** | Transliteration | Standard Arabic Technical Transliteration System |
| **UNGEGN** | Transcription | United Nations Group of Experts on Geographical Names |

*(*) Not official name, another acronym is "ACGN", please consult the relative sources.*

Link: http://www.kalmasoft.com/support/DOCMTLRoman.zip